

## Minutes of Ufford Parish Council Meeting Held on 15<sup>th</sup> March 2016 ~ 7.00pm

### Present

Cllr. Guy Foskett (Chair)  
Cllr. John Skinner  
Cllr. Tracey Ling

Cllr. Keith Bennett  
Cllr. Nick Crocker  
Cllr. Nigel Smith

Cllr. Kathryn Jones  
Cllr. Karl Mallett

Judi Hallett (Clerk)

Cnty. Cllr. Michael Bond

3 members of the public attended: Mrs S Greenard, Mr A Pritchatt and Mr B Flint

### 1. To receive Apologies for absence:

Apologies for absence had been received from Cllr. Jane Hawthorne (away) and Cllr. Patricia Edworthy (away), Cllr. David Pearce (work commitments) and Cllr. James Bidwell (previous 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) Reports or comment from any member of the public (to include discussion with Andy Pritchatt on suitable commemorative item to be purchased from sale of his book):

- Mrs Greenard – With regard to the development at Crown Nursery, Looking at the documents there have been changes regarding Plot 1, a bungalow was proposed, plans now look like a big house which will overlook existing houses, please can Councillors look at the plans? Mrs Greenard was thanked for her comments.
- Mr Pritchatt – Book sales have netted £700 and this will be donated for something in the village, I don't mind what it gets used for but ideally something long term that will last a good few years. There have been various suggestions: new village sign, a bench (but where), play equipment, etc. Cllr Foskett thanked Mr Pritchatt for this very generous donation and confirmed the Council would discuss at length during the meeting.

b) Reports or comment from SCDC and SCC Councillors:

- Cnty. Cllr. Bond – A report on the following subjects: **Devolution** – things are taking shape, Government will expect an East Anglian unit comprising Norfolk, Suffolk, Cambridgeshire and Peterborough with a Mayor, months of negotiations lie ahead, Lord Heseltine is presiding; **Fire Service Cuts** – motion being put forward to reverse this decision, this was a decision taken by cabinet quite legally and is being resisted; **Roads** – Continuing poor service from SCC, Assistant Director has left and his replacement is a man of considerable energy, issues with projects have been raised and many jobs go back years; **River Crossing in Lowestoft** – Now has been authorised; **Adoption of Roads** – Many thousands of roads are not adopted each year, demands made to the Secretary of State with an incomplete and poorly thought out response, but strong support has been forthcoming from other quarters; **Illegal Parking** – an issue for many, hardly attended to at all and is the responsibility of the Police who seem not to have the resources, SCDC are in favour of taking over parking issues but this may cost as much as £800k to transfer over, due to legal complexities.

*Cllr Bond left at 7.19pm*

- Dist. Cllr. Day – no report had been submitted
- Dist. Cllr. Bidwell – Report had previously been circulated to all Councillors
- Police – A report had been passed to Councillors regarding the new structure which indicated less police presence in the village and reduced means of contacting the police/SNT

**4. To agree Minutes of Council meeting dated 16<sup>th</sup> February 2016:**

The minutes of the Full Council meeting dated 16<sup>th</sup> February 2016 were proposed as a true record by Cllr. Jones, seconded by Cllr. Ling and all Councillors were in favour that they were signed.

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

- a. DC/16/0640/LBC – Alterations to Mcallisters Cottage, 3 Church Lane, Ufford – Councillors made the following comments:
  - No change on the outside, just a change of door, the new door could be said to be an improvement.
  - **Conclusion: No objection**

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*Chairman's initials.....*

- b. DC/16/0836/FUL - Erection of new dwelling and garden studio, altering details of dwelling approved under DC/15/3910/FUL - Land Adjoining Hillside Cottage High Street Ufford – Councillors made the following comments:
- This is the fourth application and is quite different
  - There have been many different designs (one being refused)
  - This design is now a house at an angle with a large studio; overhead wires and drains seem to be an issue
  - A radical change from the approved version and now is a more modern design
  - The roof line is higher than the neighbouring properties and the studio in the garden looks a little industrial which may be seen by the neighbours.
  - A radical departure of the street scene, not in keeping with surrounding properties and , much nearer the road, than the previous approved designs.
  - **Conclusion: Object on grounds it is not in keeping with the street scene (being between old cottages).** The Clerk was asked to refer to the objected application and to look at the reasons that it was rejected
- c. DC/16/0847/VOC - Variation of Condition 2 of Planning Permission DC/15/3805/VOC. - Part Of Land At Crown Nurseries High Street Ufford – Councillors made the following comments:
- Plans on view and comments had been received from a neighbour
  - Touted as an amendment but Plot 1 has changed in to a 3 story house where it had previously been agreed that this would be a bungalow.
  - Some of detailed reasoning states the houses have had to be moved slightly with garages removed and some houses made larger due to different roof lines
  - There are significant changes in roof height, half the houses have had some minor changes
  - Plot one is significantly different, it is labelled as ‘House type 10’ but there are no plans for House Type 10 – is this a typo?
  - We need to point out that it had previously been agreed that Plot 1 was a bungalow.
  - This is a VOC application but the variations are so significant surely it should be a new Planning Application? The changes are significant enough for the whole application to be looked at again
  - This should be looked at by full planning committee and should be out for full consultation to all bodies
  - Solar panels are now proposed on all roofs; there are lots of changes, not just an isolated tweak
  - When developers came along it was supposed to be a bespoke design but there is a similar development in Ipswich
  - The public were reminded of the need to write in to comment to SCDC
  - The Clerk was asked to speak to SCDC Planning as soon as possible to ask:
    - a) Why is this being treated as a VOC when there are so many amendments?
    - b) Is this application out for full consultation to all bodies?
    - c) Why is Plot 1 now showing as a house (with no plans on the application) when Application DC/15/3805/VOC was approved to change it to a bungalow?
  - **Conclusion: Object on the grounds that Plot one is now showing as a house where it had previously been agreed it would be a bungalow and that the changes planned are too significant to be treated as VOC; it should be a new application.**

- d. DC/16/0638/FUL – Construction of timber-framed lean-to shed at Kingsclere, Lower Road, Ufford - Councillors made the following comments:
- Close to neighbours but there is a hedge and it is not visible from the road
  - **Conclusion: No objection**

**Action: Clerk**

Cllr. Foskett commented on a report previously circulated by the Clerk regarding the Housing and Planning Bill currently going through Parliament. If approved, there would be a new planning process and different processes for Parish Councils to follow. Once an area had been given permission perhaps we will have more say at the design stage.

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

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

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

The following comments were noted:

- Cllr. Foskett looking in to this. As the Clerk earns under £10,000 no scheme is compulsory
- If the Clerk wants to enrol we have to have a scheme in place (and she does)
- There are many schemes to investigate but lots have a fee and big running costs and we could spend more on admin than we put in to it.
- Spoken to Suffolk County Council Scheme manager: all their staff are on their scheme; there are no charges and no set up fees, just enrolling. Judi has confirmed she would be prepared to put in the 5.5 % employee contribution required.
- The SCC Scheme is expensive at an employer contribution rate of 24.4%; there are no alternatives to this, it is all or nothing.
- The SCC contributions are based on whole salary (one of the only ones) but it is still very costly.
- We need to remember we do not *have* to provide a scheme. We can go elsewhere but then we will pay costs and fees.
- The SCC scheme will cost Ufford PC over £1,500 a year.
- Other schemes need to be taken in to account, but companies are not interested in 1 employee.
- Jan 1<sup>st</sup> 2017 is our staging date.
- Other options are being looked in to; it sounds like a lot of money but at least it is going in the right place and not on admin fees
- The SCC Scheme is a Defined Benefit scheme which is much better than many others.

**Action: Cllrs Foskett and Jones**

*Mr Pritchatt and Mrs Greenard left the meeting at 7.43pm*

**8. Documentation:**

- a. To review and authorise Financial and Non-Financial Risk Assessments for 2016 – These documents had been reviewed by Cllrs Bennett and Jones and had been passed to all other Councillors on 20<sup>th</sup> February 2016. It was noted that it was hard to pick out the changes and the Clerk agreed to highlight changes on future documents. After discussion it was decided not to insure the Tapestry. Cllr. Skinner proposed these documents be adopted. This was seconded by Cllr. Jones and all Councillors were in favour.

*Mr Flint let the meeting at 7.49pm*

- b. To review and authorise the Financial Regulations 2016 – This updated document had been passed to Councillors on 22<sup>nd</sup> February. The Clerk was asked to re-send the e-mail detailing the changes. Cllr. Skinner proposed this document be adopted. This was seconded by Cllr. Ling and all Councillors were in favour.

The Clerk was asked to print out the final copies for signing by the Chair and place the updated documents on the Web Site

**Action: Clerk**

**9. Finance Matters:**

- a. To review and authorise Accounts for February 2016:

The accounts for February had previously been sent to Councillors and Cllr. Jones agreed to review the bank statements. The Clerk explained that it had been noted that the cost of the ramp for the Zip Wire was more than had originally been agreed and a refund (of around £35) had been requested. The Clerk also explained that small amounts of VAT paid on smaller invoices for the Play Park would be transferred back to the Play Park Account in April (as was done last year)

- b. Accounts for Payment:

i. J Hallett (Salary + Office & mileage expenses)	£609.04
ii. SALC (Booklets and Payroll Service)	£61.65
iii. Staples (Ink for J Hawthorne)	£21.40

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

- c. To note Payments made since last meeting:

i. URS&SC (Hall Hire)	£112.00
ii. Green Light Trust	£1,000.00
iii. Kompan – <i>Play Park Acc</i>	£4,057.18
iv. Kompan (VAT element)	£811.44

- d. To note Payments received since last meeting:

i. Rural Payments Agency	£1,000.00
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**Action: Clerk**

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**10. Play Park Project:**

- a. To acknowledge report from Cllrs. Foskett and Skinner with respect to Play Park project:
- Cllr. Foskett reported that finally negotiations with Kompan had been concluded. Both parties were now in agreement over charges and we have recouped as much back as we had hoped. Cllrs Skinner, Hawthorne and the Clerk were thanked for their work.
  - It was great to see kids on Zip Wire again!
- b. To discuss inspection rota, following review of the Risk Assessments by the Documentation Councillors:
- After discussion on the merits and legal requirements for completing visual inspections of the Play Park the following actions were agreed:
    - 1) Clerk to construct a check list (with assistance from Cllr. Skinner and Hawthorne) for visual inspections
    - 2) Councillors to do a visual inspection once a month (Clerk to draw up rota)
    - 3) Clerk to check IBC Quarterly inspection had been completed
    - 4) Councillors to send e-mail to Clerk to state that a visual inspection had been carried out (with details of any issues)
    - 5) Clerk to arrange for a sign to encourage issues to be reported by the public and for an item to be included in the PUNCH
    - 6) Clerk to check with IBC if Councillors carrying out visual inspections need to have a DBS check
- c. To discuss Phase II of the Play Park Project:
- We have an area for some additional play equipment and around £7,000 left over from the Phase 1 fund raising. We should have CIL money from Bramleys and Crown Nursery Site available soon and we need to start thinking about Phase II. We also have £3,000 allocated in the budget for 2016/17.
  - Cllr. Hawthorne has already looked at options but did not want to lead the Phase II team. Cllrs Ling and Mallett stated they were willing to be part of the working party. It was also noted that Polly and Tig may also want to be involved again.
  - Questions were raised over allocation of CIL money. The Clerk agreed to find out how the CIL process will work and if we would know what money we have coming in.

**Action: Clerk**

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

- Nothing to report since last meeting

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

- Cllr. Hawthorne's report had been circulated to Councillors.
- It was a very good day on 27<sup>th</sup> February with around 50 people attending the meeting
- The person who took the wood without authorisation has been approached. He didn't take much and has been asked to approach the Council for prior approval if he wants more
- It was also noted that Sogenhoe Chapel has been cleared, by the Community Pay Back Team, and a very nice job done.

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*Chairman's initials.....*

**13. Highways:**

- a. 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 timescale elapses.
- b. To discuss dangerous parking in Crownfields, close to the junction of High Street – The Clerk had forwarded to all Councillors an e-mail regarding this junction from the SNT. It was felt this reply was not satisfactory and was a reflection on the reduced SNT and Police availability in villages now.
- c. Pot Holes – The Clerk was asked to report pot holes at the junction of The Avenue and Barrack Lane and also in Ufford Place (where various boreholes had been dug many months ago but no action subsequently taken).

**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 – The Clerk reported that she had spoken to Mrs Pearce regarding the sewer smell which hadn't been too bad recently. Problem logging sheets had been supplied from Anglian Water and these would be passed on to Cllr. and Mrs Pearce.
- b. To discuss an event to celebrate The Queen's 90<sup>th</sup> Birthday – Cllrs Mallett and Ling reported they had called a meeting on 22<sup>nd</sup> March and had invited all in the village to attend. A few people were roped in already with some great ideas. The date is 11<sup>th</sup> June and the use of the Pavilion and grounds will be free of charge as all profits will be going to 'Help for Heroes'. The WI are on board, doing a fashion show with the Edinburgh Wool Mill team.
- c. To discuss guest speaker for the Annual parish Meeting – Some suggestions were made including the wildlife man Kevin Rogers and Andy Pritchatt. The Clerk was asked to contact Kevin first.
- d. To acknowledge a gift of a defibrillator to the Village – Cllr. Foskett advised that a very generous donation of a defibrillator had been made to the Parish Council for the village. It was worth around £1,000 and the battery lasts for 4 years. Although the donor wished to remain anonymous they had stated they were willing to maintain the equipment. After discussion it was agreed to buy a cabinet (with locking code pad) at a cost of £453 + VAT so that the equipment could be placed in a public place (to be decided). Cllr. Ling agreed to speak to the First Responder who used to live in the village to gain her opinion of a good location to place it. The clerk was asked to pursue the option of the BHF equipment for placing at the other end of the village.
- e. Good Councillor Guide – The Clerk handed out 4 copies of the new Good Councillor Guide. If anyone else wanted an updated copy they were asked to request one.
- f. Andy Pritchatt's Book Sales – It was felt a new village sign for the triangle at the top of The Avenue would be a great idea. £3,000 was a rough estimated cost but it was thought there were many craftsmen in the village who might like to contribute their time/skills. Perhaps wood for the post could be sourced from Parklands Wood? Cllr. Foskett agreed to speak to Sean McMillan about his ideas. It was also felt other groups may like to be involved if fundraising was required.

**Action: Clerk and Cllr. Foskett**

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

- a. Melton Neighbourhood Plan Consultation (The Clerk) – The Clerk reported on attendance at the Melton Neighbourhood Plan Consultation on Saturday 12<sup>th</sup> March and explained the radical plans the Council had put forward. Comments received from attendees had been mixed and it will be interesting to see how the whole plan progresses.

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

- a) Coastal Accessible Transport Services (CATS) – The Clerk advised that CATS had won the 5 year contract to provide rural transport in Suffolk; she would advertise their services.
- b) Commemorative Coin for the Queen’s 90<sup>th</sup> Birthday – After close examination of the ‘coin’ it was felt this was not an official commemorative piece and was of no interest.

**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 19<sup>th</sup> April 2016**, at St Mary’s Church Hall, Church Lane, Ufford.

The meeting was closed at 9.15pm

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

Date: .....

*Judi Hallett*  
Clerk to Ufford Parish Council