

Minutes of Ufford Parish Council Meeting Held on 17th May 2016 ~ 7.00pm

Present

Cllr. Guy Foskett (Chair)	Cllr. Jane Hawthorne	Cllr. John Skinner
Cllr. Nick Crocker	Cllr. David Pearce	Cllr. Nigel Smith
Cllr. Kathryn Jones	Cllr. Keith Barrett	Cllr. Tracey Ling

Judi Hallett (Clerk)

No members of the public attended

1. To elect the Chairman of the Council for 2016/17 and signing of the 'Declaration of Acceptance of Office':

Cllr. Skinner proposed that Cllr. Foskett took the Chair for a further year. This was seconded by Cllr. Ling and all Councillors were in favour. Cllr. Foskett signed the Declaration of Acceptance of Office.

2. To receive Apologies for absence:

Apologies for absence had been received from Cllr. Karl Mallett (family commitments), Dist. Cllr. Jim Bidwell (work commitments) and Cllr. Patricia Edworthy (away).

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

There were no declarations of interest or applications for dispensation.

4. Public Session:

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

- None

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 – Report had been circulated by the Clerk.

5. To elect the Vice- Chairman of the Council for 2016/17 and signing of the 'Declaration of Acceptance of Office':

Cllr. Foskett thanked Cllr. Bennett for stepping up as an interim Vice Chairman and acknowledged that he did not wish to continue in the post long term. Cllr. Jones was proposed by Cllr. Foskett, this was seconded by Cllr. Skinner and all Councillors were in agreement.

Cllr. Jones signed the Declaration of Acceptance of Office.

Chairman's initials.....

6. To appoint persons to the following offices:

The following people were appointed:

- a) Tree Warden – Rob Flory
- b) Footpaths Warden – Lizzie Leigh
- c) SALC Representative – No Councillor representative but the Clerk to work closely with SALC
- d) Police Liaison – Post to be removed – Clerk to continue to liaise with Police and SNT
- e) Internal Auditor – Trevor Brown
- f) Maintenance Man – Tony Slattery. Cllr. Skinner suggested a meeting with Mr Slattery to discuss priorities and urgency of some issues.
- g) Sports and Social Club representative – Cllr. John Skinner
- h) Friends of Parklands Wood Group representative – Cllr. Jane Hawthorne

Action: Cllr. Skinner and Clerk

7. To receive any changes to member's interests:

The Clerk reminded Councillors that it was their individual responsibility to review and amend their Register of Interests with SCDC. It was suggested each Councillor should check their entry and adjust as required.

Action: All Councillors

8. To agree Minutes of Council meeting dated 19th April 2016:

The minutes of the Full Council meeting dated 19th April 2016 were proposed as a true record by Cllr. Hawthorne, seconded by Cllr. Smith and all Councillors were in agreement that they were signed.

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

- a. DC/16/1821/TPO - To crown reduce an oak tree by 30% at 3 Nicholls Close, Ufford – Councillors made the following comments:
 - Reason for reduction is not on the application form, which is compulsory
 - Mixture of 20% and 30% on the application.
 - 30% seems quite a lot; the tree is not blocking the sun
 - The whole point of a TPO is to protect the old trees
 - **Conclusion: Objecting to the loss of another tree; this is a severe reduction for no apparent reason**

Action: Clerk

Cllr. Jones reported she had attended the hearing appeal for Hill Farm, High Street (DC/15/2374/OUT) at SCDC, conducted by a Planning Inspector. The decision will be made at a later date but it was felt the decision to refuse may be overturned due to SCDC holding insufficient housing land in stock.

10. To discuss the previous months list of Planning decisions and Street Lighting Proposal for development at Crown Nursery:

The details of the Planning decisions made during April 2016, which affect properties in Ufford, had been previously circulated.

With reference to the proposal that there be no additional street lighting at the development at Crown Nursery, Councillors supported this suggestion and the Clerk was asked to write.

Cllr. Jones confirmed that, according to the SCDC Planning Pages, no decision had been reached as yet on the proposed Caravan Park opposite Parklands but it was encouraging to read that Highways had objected to the proposal.

Action: Clerk

11. Play Park Project:

- a. To receive an update on Phase II of the project and CIL funding update from Cllr. Skinner – Cllr. Skinner advised that he had been in touch with SCDC. UPC currently has S106 money totalling £1,240 from Bramleys, however, we will get up to £22,897.01 from Crown Nursery. This is ‘up front’ money that can be requested as soon as development at the site starts. Along with the £7,658.29 from Phase I and the £3,000 allocated from this year’s budget, we should almost have enough to complete Phase II with very little additional fundraising.

Cllr. Hawthorne showed plans of possible Phase II equipment and advised a questionnaire will be used on 11th June to ask for people’s opinions on these plans. The bark base could be left and perhaps just added to. It was acknowledged that this project was ‘On hold’ until the Crown Nursery development starts and we can then apply for the S106 money.

The Clerk was asked to send off the SCDC Enabling Communities Budget report for the end of Phase I.

Action: Clerk

12. 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; Cllr. Hawthorne was thanked for all her work. With regard to the Sogenhoe Chapel site, a fence repair would be re-considered after crop in the adjacent field is harvested.
- b. To discuss placing a refuse bin next to the Recycling Bins – Cllr. Foskett suggested that the recycling bins were an eyesore and that it may be nice to fence them in and to have a hardstanding base to improve the area. This was agreed by all Councillors. Cllr. Foskett agreed to explore options and obtain some quotations. It was agreed an additional refuse bin would be discussed at the next meeting.
- c. Grass Cutting – Cllr. Skinner suggested organising a meeting with Paul Tynan (SC Norse) to discuss grass cutting arrangements. Cllr. Pearce advised the grass next to SC Norse in Parklands also needs cutting.

Chairman’s initials.....

- d. Recreation Ground charity – Cllr. Skinner reported that a new Charity could not be set up for the Sports and Social Club until ownership of the Pavilion was established. The new group have requested that the Parish Council take on the ownership with a ‘pepper-corn’ rent from the new Charity. It was acknowledged that this would need to be a written agreement. It was suggested that Roger Searle attend the next PC meeting to give full details of what was required. Cllr. Foskett ask that the new charity write to Greene King, who part funded the building of the Pavilion, to check they have no ownership agreement. The Clerk was also asked to check ownership with the Land Registry.

Action: Clerk and Cllr. Skinner

13. Finance Matters:

- a. To review and authorise Accounts as at 30th April 2016:

The accounts to 30th April 2016 had been circulated to the Councillors and Cllr. Crocker checked the Bank Statements.

- b. Accounts for Payment:

i. J Hallett (Salary + Office & mileage expenses)	£564.12
ii. Pearce and Kemp (New Light in Spring Lane)	£368.28
iii. SALC (Annual Subscription)	£339.29

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

- c. To note Payments made since last meeting:

i. Friends of Parklands Wood (Transfer)	£200.00
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- d. To note Payments received since last meeting:

i. Wood Sales (K Ross)	£300.00
ii. Precept	£8,972.49

Action: Clerk

14. Highways:

- a. To receive update on Highways issues :

- Pot Hole on the junction of Barrack Lane and The Avenue – No further update
- SLOW signs in The Avenue – Now restored
- Warning signs on the ‘hump’ in the Avenue – should be going up tomorrow
- Ufford Place - being resurfaced with Micro Asphalt but not the pavements
- Yarmouth Road white lines – Cllr. Skinner confirmed he had an e-mail from October 2014 that stated SCC Highways and Cllr. Bond would meet the cost; David Chenery confirmed the PC would not have any expense and it was hoped that the lining might happen in the summer; there is a new design which will be sent to the Parish Council.
- Outside Ufford House – faint white lines could be seen on the road but we need to find out what was there originally; perhaps the word ‘SLOW’
- Yarmouth Road junction - do we need a stop sign? A new traffic signs manual relaxes rules around these and we may be able to request a ‘Stop’. Councillors suggested the Clerk place an item in the PUNCH to ask for details of accidents and near misses on this junction.

- b. To receive an update on the designation of Lower Road as a 'Quiet Lane' – The Clerk reported that she was still waiting for Melton Parish Council to set a date for the public meeting but an item on this subject would appear in the June PUNCH.

Action: Clerk

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

- a. To receive an update on the event to celebrate The Queen's 90th Birthday – The Clerk read a report from Cllr. Mallett; Cllr. Foskett agreed to ring Cllr. Mallett to discuss options. Cllr. Foskett suggested he was on track with the Bar-B-Q. Cllr. Hawthorne asked for clarification of how the £500 kitty would be spent and what funds would be donated to the Help for Heroes charity. Cllr. Foskett agreed to clarify this with Cllr. Mallett and the organising committee.
- b. To discuss purchase of an exterior notice board for display of the Footpaths Map – The Clerk displayed a copy of the new Footpaths map that she had had framed for indoor display. It was suggested this could be placed in one of the pubs and the Clerk agreed to contact them. It was also suggested that a copy could be placed on the outside of one of the buildings. Councillors also proposed residents may like to purchase a copy and the Clerk was asked to investigate costs and rules regarding copying.
- c. To receive an update on the donation of a defibrillator to the Village – Cllr. Foskett reported that this was now in place at the Pavilion and expressed thanks Tony Wythe from Pro-Wire who wired it free of charge. The Clerk agreed to write to thank him. A First Aid kit was also in the box. The Clerk was asked to notify key users of the code and place an item on PUNCHLine.
- d. SCDC Local Plan – The Clerk reminded Councillors that she required comments on the Proposed Submission Documents for the SCDC Local Plan by 27th May.
- e. Update on the Annual Parish Meeting – The Clerk reminded those present that the APM that would take place on Tuesday 24th May.
- f. Lamp Prices from A&J Lighting Solutions – The Clerk informed Council that new prices for the Street Light consumables had been published and would be held for reference.
- g. Ufford Conservation Appraisal Document – The Clerk circulated two copies of the new Conservation Area Appraisal Document.
- h. Ufford Charity – The Clerk asked Councillors to consider Ufford residents whom the Parish Council might nominate to sit on the board of trustees for the Ufford Charity; this would be a formal item on the June agenda. Cllr. Foskett reported the charity was only one trustee short at the moment so we only need to nominate one person. The income for the charity was from two or three pieces of land and it was requested that a current trustee attend the next meeting to give more details of the role of a trustee.
- i. Clerk's Holiday – The Clerk reminded Council that she would be on holiday between 2nd and 19th June inclusively. She agreed to produce a draft agenda for the meeting on 21st June before the 2nd June and work with all Councillors to ensure it was put up at the appropriate time.

Action: Clerk and Cllr. Foskett

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

- a. Planning Process - Cllr. Crocker reported that he had sent an e-mail to all interested parties with reference to getting ahead of the game when it comes to Planning Matters. He had received only two responses and the general opinion was that situations would be tackled on an 'as and when' basis.

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

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

Chairman's initials.....

The Clerk left the meeting

18. Clerk:

- a. To discuss the annual review for the Clerk – Cllr. Jones gave a report on the Clerk’s annual review held with Cllr. Foskett.
- b. To discuss possible salary review for Clerk – It was agreed to raise the Clerk’s salary scale to SCP 22 (£10.53) with effect from April 2016, in line with the Clerk’s contract.
- c. To receive an update on the pension provision for the Clerk – Councillors unanimously agreed to offer the Clerk registration on to the SCC (Local Government) Pension Scheme with effect from 1st April 2017. This delay would allow the additional expenditure to be budgeted for.

The Clerk returned to the meeting

The Clerk was informed of the above decisions and thanked Council for their decision on both the salary review and pension provision.

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

Cllr. Pearce asked if potholes in Parklands could be on the agenda. He was informed that these needed to be reported through the SCC Highways web site.

The date of the next meeting was confirmed as **Tuesday 21st June 2016**, at St Mary’s Church Hall, Church Lane, Ufford.

The meeting was closed at 8.56pm

Signed:
Chairman (G Foskett)

Date:

Judi Hallett
Clerk to Ufford Parish Council