

**Minutes of Ufford Parish Council Meeting**  
**Held on 15<sup>th</sup> November 2016 ~ 7.00pm**  
**Ufford Community Hall, The Avenue, Ufford**

Present

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

Judi Hallett (Clerk)                      Cnty. Cllr. Michael Bond

1 Member of the public: Mrs Alexandra Bennett

**1. To receive Apologies for absence:**

Apologies for absence had been received from Cllr. Karl Mallett (Work commitment), Cllr. Pat Edworthy (Prior commitment) and Dist Cllr. Jim Bidwell (unwell)

**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:

- Mrs Bennett reported the excellent news that the PUNCH had been awarded 'Newsletter of the Year' from the Suffolk Association of Local Councils and thanked the council for its strong support of the PUNCH. Councillors congratulated the PUNCH team and confirmed that their hard work was very much appreciated by all Ufford residents.

b) Reports or comment from SCDC and SCC Councillors:

- Cnty. Cllr. Bond – Cllr. Bond reported on the following items: Many meetings (some simultaneous), Devolution (lots of issues and misleading statements), Highways (especially problems with large lorries and farm vehicles often causing serious damage in narrow country lanes), Rendlesham (2 large sites in the middle of the village centre could be developed to give the village a 'centre'), Melton (traffic issues study), Wickham Market (feasibility study for transformation of the old George Pub site). Cllr. Bond advised he would be leaving the SCC in May 2017. Questions were asked about the role of a Mayor if devolution was agreed and Highways budget.
- Dist. Cllr. Day – No report had been submitted
- Dist. Cllr. Bidwell – The SCDC Leadership report had been circulated

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*Chairman's initials.....*

**4. To agree Minutes of Council meeting dated 18<sup>th</sup> October 2016:**

The minutes of the Full Council meeting dated 18<sup>th</sup> October 2016 were proposed as a true record by Cllr. Jones, seconded by Cllr. Skinner and all Councillors were in agreement that they were signed.

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

- a. DC/16/4491/FUL – New driveway at Hill Farm, High Street, Ufford – Councillors made the following comments:
  - Not much difference from the previous application
  - If they need a new access, this should have been included with the first application
  - The wording of the present application seems to be complaining about process
  - Could the applicant now want to be able to sell the original house with its own entrance?
  - Some statistics quoted in the application are 30 years old and relate to a different location
  - **Conclusion: Objection on the grounds of access/dangerous exit**
- b. DC/16/4276/TPO – Reduction of two and felling of a third oak tree at 11 Nicholls Close, Ufford – Councillors made the following comments:
  - Councillors referred to comments made by the Tree Warden
  - **Conclusion: T1 = Objection, T2 = No objection, T3 = No objection**
- c. DC/16/4624/TCA – Felling of Ash Tree at Tylers, Ufford Place, Ufford – Councillors made the following comments:
  - Councillors referred to comments made by the Tree Warden
  - **Conclusion: No objection**

**Action: Clerk**

**6. To acknowledge previous month's list of Planning decisions**

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

- DC/16/4019/AME (Non material amendments to Brion, Byng Hall Lane, Ufford) – approved
- DC/16/3879/DRC (Details of conditions to Mcallisters Cottage, 3 Church Lane, Ufford) – approved
- DC/16/3633/FUL (New driveway at Hill Farm, High Street, Ufford) – withdrawn
- DC/16/1034/FUL (Caravan Park at land next to The Orchards, Old Bredfield Road, Ufford) - approved

Lodge Road Appeal – Cllr Crocker reported that he had received a letter informing him that there was to be a hearing for the Lodge Road appeal on 29<sup>th</sup> November at SCDC Offices. The Clerk confirmed that the PC had not been informed of this, although Cllr. Jones had alerted her to the hearing as she had seen reference to it on the Planning Portal.

The Clerk was asked to obtain full details from SCDC and to pass the details on to all relevant parties.

**Action: Clerk**

**7. DC/16/1034/FUL (Proposed caravan Site on land adjoining The Orchards, Old Bredfield Road, Ufford):**

- a) To discuss letter from Dr Therese Coffey MP with reference to the above planning application and Clerk's proposed reply:
- Drafted letter to be sent to Therese Coffey
  - *Also see below*
- b) To discuss if the Parish Council wishes to make a formal complaint to SCDC regarding this planning application
- Agreed to send a letter regarding the process followed for this application to Philip Ridley, copying in the Ombudsman, John Connell (Department for Communities and Local Government), Cllr. Ray Herring and Dr. Therese Coffey MP
  - Items to be covered:
    - Many mistakes made – there is reference to a 'residential property' in the Officers Report but no mention in the application
    - SCC Highways have never commented on the North entrance, only the Old Bredfield Road entrance; the North entrance has never been discussed and is not referred to in the conditions; the new white lines at this junction will make the exit even more dangerous
    - Poles and signs will need to be removed at the south entrance and there is no sign of this on the plans
    - Use of the Planning Portal is atrocious with plans submitted without notification to the PC,
    - SCDC took no account of the report from its own Arboriculture and Landscape Manager
    - Highways seem to have been pressured as there was originally an objection but this seems to have been overturned
    - The request for committee referral seemed to go astray,
    - Cllr. Jim Bidwell made comments objecting but there is no copy under the 'documents' tab. It seems the person registering Cllr. Bidwell's comments did not even realise he was a District Councillor
  - The Clerk was asked to draft a letter in conjunction with the Planning Councillors.

**8. To discuss comments on the Proposed Main Modifications and Sustainability Appraisal and Habitats Regulations Assessment Consultation of the SCDC Local Plan**

Councillors commented that although there were no individual references to Ufford in the document, it was hard to see how the District Council could follow the guidelines set out in it when applications such as DC/16/1034/FUL showed clearly they used whichever policy suited their needs at the time.

**Action: Clerk**

**9. Play Park phase II - To receive updates on quotations and designs received to date**

Cllr. Skinner confirmed that many local companies were being approached for quotes (along with IBC). It was hoped these would be available in December or January. The consensus of opinion was to get rid of the tree bark chippings as these were decomposing and compressed, reducing their effectiveness and in need of replacement or topping; a budget for removal would be required. It was felt that replacing with a more durable mat would be preferred.

**10. Woodland/Recreation Ground:**

- a. To receive an update on the fence around the Recycling Area – This was now complete and looked very good. Placing a sign on the fence to denote ownership of the area was to be considered at a later date. The Clerk was asked to add the fence to the Asset Register.

Cllr. Hawthorne commented that the Interpretation Board had been installed and would be officially unveiled at 10.00am on 19<sup>th</sup> Nov. This item would also need to be added to the Asset Register.

Cllr. Hawthorne also asked if the height of the hedge around Sogenhoe Chapel could be reduced. The Clerk was asked to review the lease with Notcutts to see who was responsible. Cllr. Foskett reported that the fallen trees had been removed and that he was working with a Notcutts representative to repair the fence.

- b. To receive an update on the creation of the Community Hall Charity and lease of building – The Clerk confirmed that Mr Roger Searle was still chasing solicitors for comments on the draft lease.

**Action: Clerk**

**11. Finance Matters:**

- a. To review and authorise Accounts as at 31<sup>st</sup> October 2016:

The accounts to 31<sup>st</sup> October 2016 had been circulated to the Councillors and Cllr. Jones checked the Bank Statements.

- b. To discuss draft budget for 2017/2018:

Councillors made the following comments on the budget:

- Perhaps we should look to increase the Precept next year when there are many more houses in the village; this will have the effect of keeping the actual household payments the same
- We need to be able to justify our expenditure
- We need to look to start a fund to resurface the Recreation Ground Car Park
- We need to monitor reserves but keep them at a sensible level
- The average rise was reported to be 6.1% across the sector

It was proposed to accept the draft budget (with a Precept of £17,700) by Cllr. Smith, this was seconded by Cllr. Ling and all Councillors were in favour

- c. To discuss purchase of a new rubbish bin for the recreation ground - £225.00 + VAT

It was agreed to purchase a new bin for this area, to be placed just outside the recycling bins.

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d. Accounts for Payment:

i. J Hallett (Salary + Office & mileage expenses)	£483.87
ii. SALC (Payroll Service for 6 months)	£54.00
iii. Country Care Anglia Ltd (Fence around bins)	£777.60
iv. Tony Slattery (Maintenance)	£81.25
v. Nature Sign Design (Woodland Information Board)	£1,974.00
vi. Ufford Punch Newsletter (reimbursement of winnings)	£100.00
vii. Suffolkbiz (Suffolk.cloud transfer)	£150.00

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

It was noted that the Friends of Parklands Wood will make a payment of £950.00 when they have received the final contribution payment from Cllr Day towards the Interpretation Board.

e. To note Payments made since last meeting:

i. J Hallett	£482.60
ii. J Hawthorne (Loppers)	£89.43
iii. Ufford PC (Transfer to Play Park Acc)	£3,000.00

f. To note Payments received since last meeting:

i. Ufford PC (Transfer in to Play Park Acc)	£3,000.00
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g. Donation to Royal British Legion:

The Clerk informed Council that the Remembrance Day wreath had been funded by a church member but that the Church Warden had enquired as to whether the Council would like to make a donation to the Royal British Legion in view of this. It was agreed to make a donation to the Royal British Legion of the cost of the wreath (£19.00).

**Action: Clerk**

**12. Highways:**a. To receive update on White Line painting on High Street/Yarmouth Road :

- The Clerk was asked to enquire as to why this work started and then stopped.

b. 30mph Speed Limit Sign in Old Bredfield Road :

- Cllr. Smith reported that these had been removed in Old Bredfield Road; the Clerk agreed to report.

**Action: Clerk**

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

- a. To discuss suggestion that the Council should investigate switching to Solar Panel Street Lights –  
After discussion the Clerk was asked to obtain a quote from A&J Lighting.

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*Chairman's initials.....*

- b. Noise from Adventure Golf at Ufford Park Hotel – The Clerk reported that she had spoken to the owner of the Adventure Golf Park and he had confirmed that the noises should not be working after 9.00pm or before 8.00am. He agreed to investigate the system. Cllr. Pearce agreed to notify the Clerk if he heard the noises outside these times.
- c. Christmas Parcels – The Clerk advised that the Woodbridge and District Lions Club were again distributing Christmas Parcels to families in need. If anyone knew of a family who may be grateful they were asked to notify the Clerk.
- d. Recent burglaries in Ufford – The Clerk confirmed that a man had been charged with at least one recent burglary in Ufford and it was possible he was responsible for more. It was felt that awareness of the series of burglaries was in no small part down to the work of the PUNCHLine administrators. It had been suggested by a resident that a fund was set up to provide a ‘Thank you’ gift to both the Police and the resident who reported the burglary in progress. After discussion it was agreed to write to both the Police and the reporter of the incident to thank them for their hard work. The Clerk was also asked to add an article to the PUNCH report. In addition, the Clerk was asked to find out what conditions Flagship placed on their residents with reference to being a model tenant.
- e. SALC AGM Report – Cllr. Bennett gave a report on his attendance at the SALC AGM, which included items on Village of Year Competition; Recruitment Services offered by SALC; Information and Guidelines; Training; Performance of Public Service Providers survey; Proposed Planning Conference in early 2017; Planning issues; Web sites; Guest Speaker Mr John Connell and Precept increases
- f. Flashing Speed Awareness Signs – Cllr. Smith advised on the positioning of the poles for the Speed Indicator Sign on the High Street and why they had been placed in the locations they had, many years ago.
- g. Relocation of Woodbridge Town FC to Ufford – It was reported that further information on this subject may be available in the spring of 2017 when it was thought decisions would start to be made by the affected parties.

**Action: Clerk**

**14. Documentation – To approve the following documents:**

- a. To accept the revision of the Complaints Procedure (Oct 2016)
- b. To accept amendments to the Sickness and Absence Policy – *sent to Councillors on 1<sup>st</sup> Nov*
- c. To accept amendments to the Grants Awards Policy – *sent to Councillors on 1<sup>st</sup> Nov*

Cllr. Jones proposed that the above documents be adopted. This was seconded by Cllr. Bennett and all Councillors were in favour. The Clerk agreed to print off hard copies for signing.

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*Chairman's initials.....*

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

- Grant Donations

The date of the next meeting was confirmed as **Wednesday 14<sup>th</sup> December 2016**, at Ufford Community Hall, The Avenue, Ufford. The meeting was closed at 9.10pm

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

Date: .....

*Judi Hallett*  
Clerk to Ufford Parish Council

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