



UFFORD PARISH COUNCIL

Mrs Judi Hallett, Clerk to the Council
Manor Farm, Hollesley, Woodbridge Suffolk IP12 3NB

Tel: 01394 411405 / 07739 411927 clerk@ufford-suffolk-pc.gov.uk

NOTICE OF THE UFFORD PARISH COUNCIL ANNUAL MEETING TO BE HELD ON TUESDAY 20TH MAY 2025 THE PARISH HALL, CHURCH LANE, UFFORD, AT 7.00pm

All Parish Councillors are summoned to attend a meeting of the Parish Council as detailed above.
All public and press are also cordially invited.

Agenda

1. To elect the Chair of the Council for 2025/26 and signing of the 'Declaration of Acceptance of Office'
2. Apologies for absence
 - a) To Receive Apologies
 - b) To Accept Apologies
3. To receive any:
 - a) Declarations of Pecuniary Interest in Agenda Items
 - b) Declarations of Non-Pecuniary Interest in Agenda Items
 - c) Applications for Dispensation on Agenda Items
 - d) Declarations of Gifts or Hospitality received over the value of £50.00
 - e) Notification of Lobbying with reference to any Planning Application to be discussed
4. Public Session (15 mins max):
 - a) Reports or comment from any members of the public
 - b) Reports or comment from ESC and SCC Councillors
5. To sign Minutes of the meeting dated 15th April 2025
6. To elect the Vice- Chair of the Council for 2025/26 and signing of the 'Declaration of Acceptance of Office'
7. To advise Members to review their entry on the ESC Register of Interests Website
8. To confirm all Standing orders and Direct Debits presently set up for the Council
9. To agree all Councillor Responsibilities for 2025/26
10. To receive confirmation that the Clerk has completed the Pension Regulator Re-Enrolment process

11. To appoint persons to the following offices:

- | | |
|-------------------------------------|--|
| a) Responsible Finance Officer | g) Ufford Community Hall representative(s) |
| b) Tree Warden | |
| c) Footpaths Warden | h) Representative of ESC Community Partnership |
| d) SALC Representative (+ meetings) | |
| e) Internal Auditor | i) Friends of Parklands Wood representative |
| f) Maintenance Officer | |

12. Finance Matters:

- | | |
|---|------------|
| a) To receive and agree Accounts to 30 th April 2025 | |
| b) To receive update on the CCLA Account | |
| c) To authorise the following Invoices for Payment/Transfers: | |
| i. J Hallett (Salary and Expenses) | £949.78 |
| ii. SCC Pension Fund (Clerk's Pension) | £215.21 |
| iii. Imperative Training Ltd (Defib Pads) | £186.00 |
| iv. Groundwork UK (NP Grant Return) | £784.60 |
| v. St Mary's Church Flowers (Grant 2025) | £300.00 |
| vi. Ufford Players (Grant 2025) | £200.00 |
| vii. St Mary's Ufford PCC (Grant 2025) | £650.00 |
| viii. CCLA (Transfer of Funds) | £8,000.00 |
| ix. Westcotec Ltd (2 x SID Batteries) | £210.60 |
| x. <i>Any invoice coming forth</i> | |
| d) To note Payments made since last meeting: | |
| i. None | |
| e) To note Payments received since last meeting: | |
| i. ESC (Precept) | £13,053.00 |

13. Planning - To discuss and agree response to the following Planning Applications, Appeals or Proposed Development:

- a) DC/25/1561/FUL - Erection of garage for motorbike storage - 5 Thornborough Park, High Street, Ufford
- b) DC/25/1765/VOC Variation of Condition No. 2 of DC/23/0480/FUL - Extension & refurbishment of bungalow - Addition of dormer windows - Oakdene, School Lane, Ufford

14. Other Planning Matters:

- a) To acknowledge previous months list of ESC Planning decisions
- b) To receive update on a proposed Care Village along Yarmouth Road, Melton
- c) To receive update on BSR Energy Consultation re. Pettistree Solar Farm

15. Community Hall:

- a) To receive update on the Electric Vehicle Charging Point and to approve signing documentation if appropriate

16. Recreation Ground/Woodlands:

- a) To receive an update on the Management of the Woods and draft Woodlands Management Plan

17. Highways:

- a) To discuss placing of a Memorial Bench at the East Lane Triangle

Please be aware that recording of meetings is probable

18. Documentation – To review and adopt the following Policies:

- a) UPC Standing Orders (May 2025)
- b) UPC Financial Regulations (May 2025)
- c) UPC Councillor Internal Controller Policy (May 2025)
- d) UPC Risk Assessment (Financial) (May 2025)

19. To receive reports on meetings attended on behalf of the Council

20. To receive agenda items for next meeting and agree date of Next Meeting (17th June 2025)

Exclusion of the press and public from this item by virtue of Public Bodies (Admissions to Meetings) Act 1960 s1 (2) because of the confidential nature of the matter to be discussed

21. To discuss Policy UFF16 in the Draft Ufford Neighbourhood Plan and engagement with Land owner

Re-Entry of Press and Public

Judi Hallett - Clerk to the Parish Council (15th May 2025)