

Minutes of Ufford Parish Council Meeting

Held on 18th March 2025 ~ 7.00pm

The Community Hall, The Avenue, Ufford

Present

Cllr. David Findley (Chair)

Cllr. Keith Bennett

Cllr. Tim Buxbaum

Cllr. Pat Edworthy

Cllr. Rilla Forge (*after item 4*)

Cllr. Kathryn Jones

Cllr. Angela Linforth

Cllr. Nigel Smith

Cllr. Tig Thomas

District Councillor Sally Noble (*part*)

Six members of the public were present

Judi Hallett (Clerk)

The Chair welcomed everyone to the meeting

1. Apologies for absence:

- a) To Receive Apologies: Apologies from UPC Councillors had been received from Cllr. Nick Crocker (Away), and Cllr. Vincent Smith (At Work).
- b) To Accept Apologies: The apologies of Cllr. Crocker and V Smith were proposed as accepted by Cllr. Edworthy, seconded by Cllr. Bennett and all were in agreement.

2. To receive any:

- a) Declarations of Pecuniary Interest in Agenda Items
 - None
- b) Declarations of Non-Pecuniary Interest in Agenda Items
 - None
- c) Applications for Dispensation on Agenda Items
 - None
- d) Declarations of Gifts or Hospitality received over the value of £50.00
 - None
- e) Notification of Lobbying with reference to any Planning Application to be discussed
 - None

3. Public Session:

- a) Reports or comment from any member of the public (*notes only*):
 - Re: DC/24/4278/DRC – We are pleased to see the applicant is now going to replace the wooden fence panels with the Flint Wall
 - Re: DC25/0662/TCA – The PCC welcomed Mr Flory's report and we are working with him on his recommendations. We will also notify ESC of any changes to the application.

Chair's initials.....

b) Reports or comment from ESC and SCC Councillors (notes only):

- East Suffolk Council - Cllr. Noble commented on the following items:
 - Devolution – A full Council meeting will be held tomorrow, we are not in favour of a single Unitary Council for the whole of Suffolk (which SCC are) but we have to go with what ever is best for the residents and try not to look at this in a political sense
 - Nature at Work – this campaign builds on the ‘Pardon the Weeds’ campaign, there will be more information shortly. We are partnering with Groundwork East and we will be working with schools and Town/Parish Councils
 - Q. *Will projects cease during the devolution process?* No, everything will carry on the same as usual.
- Suffolk County Council – Cllr. Nicoll was not in attendance

4. To consider applications for co-option of a Councillor, and signing of the Declaration of Acceptance of Office:

The Clerk confirmed that, following the resignation of Cllr. Hawthorne, an election had not been called for. The Chair asked if any member of the public wished to be considered for co-option and Ms Rilla Forge indicated that she did; she had signed an application form confirming her eligibility. Ms Forge’s co-option was proposed by Cllr. Findley, seconded by Cllr. Jones and all were in agreement. Cllr. Forge joined the meeting and signed the Declaration of Acceptance of Office. The Clerk confirmed that she would register Cllr. Forge with ESC.

Action: Clerk

5. To sign Minutes of meeting dated 18th February 2025:

The minutes of the Full Council meeting (including the Confidential Minutes) dated 18th February 2025 had been circulated. Cllr. Jones suggest a slight amendment to the Finance section, to remove the name of the anonymous donator of the Defibrillator Box; this was agreed. Subject to this amendment, the minutes were proposed as a true record by Cllr. N Smith, seconded by Cllr. Linforth and all Councillors, who were in attendance at the meeting, were in agreement that they be signed. The Clerk agreed to publish the minutes on the website.

Action: Clerk

6. Devolution – To decide if Ufford PC wish to make a collective response to the government consultation:

After discussion it was decided not to comment on the current consultation as a Parish Council, but to continue to attend all briefing sessions and to pass on any relevant information via the PUNCH and PUNCHLine.

7. Finance Matters:

- a) To receive Accounts as of 28th February 2025 – The Accounts had been circulated and there were no questions. Cllr. Bennett had verified the figures shown in the Lloyds Bank account via an email to all.

Cllr. Bennett reported that he had continued to carry out his role as Councillor Internal Controller, and had provided a list of missing remittance notices to the Clerk. She had agreed to provide the evidence of the income for the folder.

- b) To discuss bank and CCLA signatories and authorise two new Councillors – Cllr. Linforth agreed to be added as an Account Signatory and it was agreed that Cllrs. Crocker and V Smith would be approached at the following meeting. The Clerk was asked to complete the Bank Mandate.
- c) To review Reserves held by Council – The Clerk ran through the Reserves currently held by the Council. After discussion it was decided to add another reserve for ‘Legal Fees’, especially as there would most likely be work associated with the Neighbourhood Plan implementation and that this would require legal advice and another reserve to cover ‘Insurance Excess’. The Clerk was asked to find out if CIL money could be used for legal fees and what the largest excess was on the Insurance policy.
- d) To review funds held by CCLA and to receive report from Clerk – The Clerk reported that funds held by CCLA currently totalled £21,196.43. It was agreed that an analysis of all income and expenditure up until the end of April should be calculated, and any spare funds transferred to CCLA. Following receipt of the first half of the Precept, at the end of April, further funds could be transferred.

- e) To authorise the following Invoices for Payment:

i. J Hallett (Salary and Expenses)	£913.42
ii. SCC Pension Fund (Clerk’s Pension)	£223.65
iii. Ufford PUNCH Newsletter (Annual Subscription)	£25.00
iv. Westover Landscape (Advice on Woods App and NP Issues)	£563.20
v. Matheson Electrical Ltd (Defib Box Installation)	£138.00
vi. Suffolk County Council (Street Lighting)	£584.03
vii. R Forge (20 Trees)	£12.70
viii. S Churchyard (Maintenance)	£273.00
ix. J Mutton (Mower Belt)	£13.91
x. Simpsons (East Anglia) Ltd (Drain repairs)	£702.00

Some of the invoices were not available and the Clerk was asked to delay establishment of the payments until there were received, and then circulate the list to all. The above payments were proposed by Cllr. Findley, seconded by Cllr. Bennett with Councillors voting all in agreement that the payments be paid.

Cllrs. Bennett and Jones agreed to authorise the online payments and inspected them the invoices present.

d) To note Payments made since last meeting:

- i. None

e) To note Payments received since last meeting:

- i. D Knights (BMX Club Insurance Grant)

£200.00

Action: Clerk

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

a) DC/25/0662/TCA - Various Trees at Churchyard St Mary's Church, Church Lane, Ufford. Councillors made the following comments:

- Mr Flory (Tree Warden) has produced a comprehensive report and it appears the PCC are working with him, which is excellent news.
- Conclusion: **No Objection**, if work in line with Mr Flory's report (Prop: Cllr. Findley, Sec: Cllr. Jones, all in agreement)

b) DC/25/0754/FUL - Demolition of existing conservatory and construction of single storey rear extension. Application of render finish, with new windows and doors - Amberwood, School Lane, Ufford. Councillors made the following comments:

- This is a very small extension and mostly internal
- This will improve the appearance of the property
- Conclusion: **Support** (Prop: Cllr. Jones, Sec: Cllr. Bennett, all in agreement)

c) DC/24/4278/DRC - Discharge of Condition No's 10 and 11 of DC/23/3492/FUL... - Hungarian Lodge, High Street, Ufford. Councillors made the following comments:

- The new plans clearly show the Flint wall will be replaced, excellent news
- Thank you to ESC for insisting this heritage feature is reinstated
- Conclusion: **Support** (Prop: Cllr. Findley, Sec: Cllr. Thomas, all in agreement)

Action: Clerk

9. Other Planning Matters:

a) To acknowledge previous months list of ESC Planning decisions – The list from ESC had been circulated and there were no further comments.

b) To receive update on a proposed Care Village along Yarmouth Road, Melton – The Clerk reported that she had heard nothing more on this matter.

c) To receive update on BSR Energy Consultation re. Pettistree Solar Farm – The Clerk reported that she also had heard nothing more on this matter.

Action: Clerk

10. Community Hall Upgrade:

a) To receive update on the Electric Vehicle Charging Point and to approve signing documentation if appropriate – Cllr. V Smith was not present and the Clerk was asked to place this item on the next Agenda.

Action: Cllr. V Smith and Clerk

Chair's initials.....

11. Recreation Ground/Woodlands:

- a) To receive an update on the Management of the Woods and draft Woodlands Management Plan – Cllr. Forge reported that herself and Mr Searle had been working on the draft plan and supplementary papers/plans. It should be ready for submission in the coming days. Cllr. Findley thanked all members of the FPW for their work.
- b) To discuss working with HM Prison Service to work in the Woods – Cllr. Forge stated she knew nothing of this project and would speak to Mrs Hawthorne. The Clerk also agreed to provide contact details for HMP & YOI Hollesley Bay.
- c) To discuss anonymous letter received regarding management of the Woods – After debate it was agreed that anonymous letters should not be discussed by Council and should be destroyed upon receipt. Cllr. Forge stated that an article on the work of the FPW would be appearing in the next PUNCH.

Action: Cllr. Forge and Clerk

12. Highways – To receive the latest Footpath Report:

Cllr. Forge was thanked for the latest report and congratulated on the excellent work she and her team had done, to keep all our footpaths in good order. The footpath from Ufford (East Lane) to Eyke was still a problem beyond the parish boundary and towards Eyke.

13. Projects List - To receive an update on the refurbishment of the Stocks project:

Cllr. Buxbaum had produced a drawing of the Stocks and the surrounding area. It was agreed that a full refurbishment of the Stocks was not required (as agreed with the ESC Heritage Officer) but that the Whipping post may need to be looked at, as it appeared to be rotten at the base. Cllr. Findley agreed to speak to the local resident who had agreed to do the work initially.

Action: Cllr. Findley

14. Documentation – To confirm review and/or adoption of the following documents:

- a) Risk Register (Financial) – All three items were taken together. Cllr. Bennett proposed their adoption. This was seconded by Cllr. Edworthy and all were in agreement.
- b) Risk Register (Non-Financial) – As above
- c) Asset Register – As above. It was agreed that the 'Replacement Costs' in the Asset Register needed review and the Clerk should schedule this job for the first quarter of 2025/26.

Action: Clerk

15. Council Administration - To re-consider moving to a 'gov.uk' domain for the website and Council e-mail address:

The Clerk reported that Suffolk Cloud had contacted her with reference to further Government funding that had been found. This would cover the first year of costs for moving to a Gov.UK website domain name and a new Gov.UK email address for the Clerk.

Cllr. Findley proposed these funds be applied for and the change be made. This was seconded by Cllr. Linforth and all were in agreement.

Action: Clerk

16. Quarterly Health and Safety Review – To receive notification of any H&S matters and to add to Action List:

None were reported

17. To receive reports on meetings attended on behalf of the Council:

- JPTI – *Cllr. N Smith* – Cllr. N Smith is unable to attend the next meeting, please can everyone check if they are able to.
- SCZ Transport Forum (South) – *Cllr. Findley* – The meeting was very well attended with footage of the work to date had been shown. A large amount of archaeology and ecological work was currently being undertaken. He reported that a traffic monitoring point on Bridge Road/ Lower Street had been agreed to by the SZC Traffic Review Group; he also alerted Council to the expected roadworks at Melton Level Crossing in 2026.

18. To receive agenda items for next meeting and agree date of Next Meeting (15th April 2025):

It was agreed to include the following items on the agenda:

- Items carried forward
- Annual Accounts (if ready)
- Annual Parish Meeting
- Bank Authorisers

Action: Clerk

Under the Public Bodies (Admission to Meetings) Act 1960, the public were excluded from the meeting due to the confidential nature of the business to be discussed

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

Notes taken during this matter are available to Members only.

The meeting was closed at 9.02pm

Signed:.....

Date:

Cllr. David Findley - Chair

Judi Hallett
Clerk to Ufford Parish Council

Chair's initials.....