

Minutes of Ufford Parish Council Meeting

Held on 15th July 2025 ~ 7.00pm

The Parish Hall, Church Lane, Ufford

Present

Cllr. David Findley (Chair)

Cllr. Keith Bennett

Cllr. Tim Buxbaum

Cllr. Nick Crocker

Cllr. Pat Edworthy

Cllr. Rilla Forge

Cllr. Kathryn Jones

Cllr. Angela Linforth

Cllr. Nigel Smith

Cllr. Vincent Smith

Cllr. Tig Thomas

County Councillor Alexander Nicoll

District Councillor Sally Noble

Judi Hallett (Clerk)

No members of the public were present

The Chair welcomed everyone to the meeting

1. Apologies for absence:

- a) To Receive Apologies: None
- b) To Accept Apologies: Cllr. Noble had indicated she would be attending the meeting after having attended the meeting of Campsea Ashe Parish Council.

2. To receive any:

- a) Declarations of Pecuniary Interest in Agenda Items
 - None
- b) Declarations of Non-Pecuniary Interest in Agenda Items
 - Cllr. V Smith – Item 6 – Treasurer of Community Hall Charity
 - Cllr. Edworthy - Item 6 – Committee Member of Community Hall Charity
- 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
 - Cllr. Crocker – Item 7. b) – Correspondence from applicant

3. Public Session:

- a) Reports or comment from any member of the public (notes only):
 - N/A

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

- East Suffolk Council - Cllr. Noble had issued a report and highlighted the following items:
 - Issues with domestic bin collections resulting from staff sickness and shift cover
 - Planning Forum – highlight on trees and hedging [Clerk to attend]
 - Water quality not good in the Deben at present and being monitored as part of the Four Rivers project
 - Tree Strategy progressing – further information will be out soon
 - Devolution is the ‘elephant in the room’ but projects are continuing
 - Litter and fly tipping continues to be an issue; ESC have spent considerable sums on A12 clearance
 - New rangers on the Heaths
 - ESC Full Council on 16th July – Ufford NP will be ‘made’
- Suffolk County Council – Cllr. Nicoll reported on the following items:
 - Ufford NP – Well done, this will be very good armour in defence of unwanted development in the village. The withdrawal of the government grants may see fewer Plans now.
 - Rail Crossing and Bridge Works – These are planned to take place over 3 days but the schedule is as yet unknown. David and Judi will take part in briefings later this week or next.
 - Eyke Road Closure – This will be a four day complete closure and will have an impact on Ufford and Campsea Ashe/Tunstall.
 - Locality Budget – I do have some funds left so please let me know if you have any projects that need funding.
 - Q. *Are there still plans to straighten the level crossing at Melton?* I believe there are, but it is unlikely that that work will be carried out this year
 - Q. *The rail bridge over the Ufford to Eyke PROW bow when trains go across. Will that be assessed?* We will need to ask.

4. To sign Minutes of meeting dated 17th June 2025:

The minutes of the Full Council meeting dated 17th June 2025 had been circulated. The minutes were proposed as a true record by Cllr. V Smith, seconded by Cllr. Bennett 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

5. Neighbourhood Plan:

- a) To receive official notification of the Ufford Neighbourhood Plan Referendum result – Cllr. Findley reported that the referendum had resulted in 92.8% of those voting being in favour of the Plan and it would hopefully be officially ‘Made’ the following evening at the ESC Full Council meeting. The official report from ESC NP Team had praised the work of the Steering Group, especially the work with Landex. The Clerk agreed to circulate the recording of the ESC meeting, when available.

Chair's initials.....

- b) To discuss an end of project celebration – This event was planned for Thursday 17th July. Attendees were asked to bring drink and buffet food to share, so that there was no expense to the Council.

It was agreed that the success of the Plan was mainly down to the excellent work of the Consultants and Cllr. Findley agreed to write to thank them.

- c) To discuss scope of 'Terms of Reference' for 'Ufford Neighbourhood Plan Implementation Group' – UNPIG – Cllr. N Smith reported he had had a little feedback on the Terms of Reference but would like more. Councillors were asked to read the Design Guide (Clerk to send link). It was noted that if and when the NPPF and Local Plan are amended, we may need to update our Plan. However, the official update would not happen for a further five years. It was hoped the T of R would be drafted by the September meeting for review.

Cllr. Buxbaum reported that Anglian Water were monitoring water flow through the sewers in the village. Councillors were asked to sign up to the recent ESC Planning Survey, to be made aware of all changes (the update of the Local Plan was due imminently).

Cllr. Findley reported that the next meeting with Landex was planned for 28th July and would be reported back to all.

Action: Clerk and Cllr. Findley

6. CIL Projects List – To review and update:

The CIL Projects List was reviewed and a number of amendments made. Cllr. V Smith, on behalf of the Hall Committee (which had agreed this change), requested that refurbishing the changing rooms in the Community Hall to *become possible* meeting spaces be added to the list. At present the changing rooms are little used, and the showers are no longer used at all but their drains do cause cleaning and 'smells' issues. The rooms could still be used for changing if necessary. It was agreed that there would need to be full discussion and consultation on this. The Clerk was asked to redesign the list in to 'Practical' and 'Aspirational' projects and re-send for review.

Action: Clerk

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

- a) DC/25/2302/TCA - 1no. Horse chestnut (1 on plan) - Side prune back to boundary and crown thin by up to 25% at The Cottage, Barrack Lane, Ufford. Councillors made the following comments:
- The UPC Tree Warden had visited the site and reported that, in his opinion the tree required no work.
 - The tree is not on the land of the applicant, it is in the neighbours garden
 - Clerk asked to forward the Tree Warden's comments to ESC.
 - Conclusion: **Objection** (Prop: Cllr. Jones, Sec: Cllr. V. Smith, all in agreement)

b) DC/25/1073/FUL - Phased Development of 1x 2 bed Dwelling/Driveway (Phase 1) & 1x 3 bed, Self-build Dwelling/Driveway (Phase 2) at Land Between Hill Farm Yarmouth Road And Thornborough Park High Street, Ufford - Councillors made the following comments:

- The letter on the portal from Mr Barber is excellent and says exactly what I think we should say
- The design is similar to those at Thornborough Park and the houses should be well built.
- This is not a 'Self Build', it does not meet the criteria
- If the officer is minded to approve, and if UOC and our District Councillor object it must go to Planning Committee
- The plans are incomplete and the location does not meet the criteria of a 'Cluster' based on the proposal for two houses close together. One might be acceptable.
- This does not meet the criteria in the Design Guide of the Ufford NP
- There are no indications of scale within each proposed property on the plans
- The barn at the front will be two storeys and may be high
- Conclusion: **Continuing Objection** (Prop: Cllr. V Smith, Sec: Cllr. Jones, Votes = 6 For, 1 Against and 4 Abstentions)

c) DC/25/2598/TCA - 1no. Bay (marked on plan) - Reduce height by two thirds and shape, Tree 2 is an Acer Negonda - proposed works remove and treat stump to prevent regrowth. The tree is impeding highways and the drive of neighbour at No 6 Barrack Lane - The Cottage, Barrack Lane, Ufford. Councillors made the following comments:

- The Tree Warden has no objection to this work
- Conclusion: **No objection** (Prop: Cllr. Jones, Sec: Cllr. V. Smith, all in agreement).

Action: Clerk

8. 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 reconsider joining the ESPA (East Suffolk Planning Alliance – After discussion it was agreed not to join the ESPA at this present time.

9. Finance Matters:

- a) To receive and agree Accounts to 30th June 2025 – The Accounts had been prepared and circulated. There were no questions and Cllr. Jones had reviewed the Lloyds accounts to verify the figures. Cllr. Bennett took the Accounts file to carry out the quarterly Councillor Internal Controller review.

The Clerk reminded members that she had sent them the Insurance Review and would be glad to receive their comments in the next few days. Cllr. V Smith confirmed that the Community Hall was insured by the Hall Committee.

It was reported by the Clerk that CCLA had been taken over by Jupiter IM Group. Cllr. Bennett had investigated this and, in his opinion, there was no requirement to review the funds the Council had with CCLA. As the Council was not investing in equities there was no risk that it would be lowering its 'ethical investment' stance. Cllr. Bennett did agree to attend the Webinar planned for September and report back.

b) To authorise the following Invoices for Payment:

i. J Hallett (Salary and Expenses)	£1,057.55
ii. SCC Pension Fund (Clerk's Pension)	£215.21
iii. East Suffolk Services (BMX Track Clearance)	£63.60
iv. HMRC Cumbernauld (Clerk's PAYE and NI)	£297.12
v. Deben Pest Solutions (Wasp Nest clearance)	£50.00
vi. R Forge (Tape for Summer Show Exhibition)	£10.79

The above payments were proposed by Cllr. Jones, seconded by Cllr. Linforth with Councillors voting all in favour that the payments be paid. Cllrs. Bennett and Jones agreed to authorise the online payments and inspected the invoices.

d) To note Payments made since last meeting:

- i. None

e) To note Payments received since last meeting:

i. WTYFC (Annual Pitch Fee)	£150.00
ii. Alford Storage (Clothes Bank)	£11.00

Action: Clerk

10. Recreation Ground/Woodlands:

a) To receive an update on Woodlands Management Plan, Felling Licence and Grant from RPA – Cllr. Forge reported on the following items:

- A new recruit to the Woodlands group started this week, that makes two new recruits this month with additional interest at the Summer Show
- Tim Clarkson has done an excellent job in the woods and cleared up many outstanding jobs. There was some negative feedback from local residents but the situation was explained by the Clerk in response to emails.
- A 10 year Management and Felling License has been received, with the grant following next year
- The TofR have been drafted and should be available to review at the September meeting
- Fly tipping is again becoming an issue, in the woods; mainly garden rubbish – Clerk to issue a PUNCHLine

b) To discuss scope of 'Terms of Reference' for FPW – See above

- c) To discuss the following items relating to the BMX Track: Refuse Bins, Track Improvements and Benches – The Clerk reported that she had spoken to Mr Lynch, who had taken on responsibility for the track. He has suggested a new litter bin and help with strimming the nettles around the track would be a great help. He had also promised to put back the official notice.

After discussion Cllr. Findley proposed that the Maintenance Officer was tasked to cut back the nettles when required and Cllr. Nicoll was asked to provide funding for a new litter bin. This was seconded by Cllr. Forge and all were in agreement. Clerk to advised the Maintenance Officer and obtain quote from ESS and request funding from Cllr. Nicoll.

- d) To discuss request from Woodbridge Town Youth Football to use the pitch all year round – The Clerk had forwarded a request from WTYFC to use the pitch all year round. Councillors felt that football needed to be encouraged and they did not wish to make any decisions that would discourage the club. However, they still needed to ensure that the field and car park was free for other users of the Recreation Ground and Community Hall.

The Clerk was asked to speak to the club manager again, to see if a compromise could be reached. It was also suggested that the £150 per annum pitch fee was lower than neighbouring pitches and would need to be revised soon.

Action: Cllr. Forge and Clerk

11. Highways:

- a) To receive an update on placing of a Memorial Bench at the East Lane Triangle – The Clerk reported that SCC had agreed in principle to allowing a bench, but had insisted it was installed by someone with a license to work on the highway. It was suggested that Mr Rust or Mr Booth (Booth Tarmac) were contacted.
- b) To receive an update on the Sogenhoe Chapel lease and placing of the new Wooden Cross – The Clerk had obtained a costing for a brass plaque (7" x 3") at a cost of £75.00. It was felt this may be too small to read and the Clerk was asked to speak to Spencer Wix about a free-standing plaque.
- c) To discuss forthcoming Rail Level Crossing closures at Melton – The Clerk and Cllr. Findley reported that a Teams meeting would be happening later in the week, where Network Rail would be explaining forthcoming road closures to facilitate rail track and bridge works. This would be reported after the meeting.
- d) To receive the latest Footpath Report and notification of a new Footpath Warden – Cllr. Forge reported that a new Footpath Warden had been found, Ms Megan Smith. Megan would be taking over in August and Cllr. Forge would be assisting with the take-over. Cllr. Forge's last report had been circulated and she was thanked for the excellent work she had done on behalf of the village.

Cllr. Findley proposed that Standing Order 3 x) was suspended to allow the meeting to conclude. This was seconded by Cllr. V Smith and all were in agreement.

It was reported that two PROW across arable fields were currently either blocked by crops or had been unofficially diverted. These would be monitored and would be reported to SCC if they were not restored. Cllr. Forge also suggested a PUNCHLine to request assistance with the Footpath cutting team would be advantageous.

Action: Clerk

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

- None

13. To receive agenda items for next meeting and agree date of Next Meeting (19th August 2025):

It was agreed to include the following items on the agenda of the September meeting:

- BMX Track
- UNPIG
- CIL Projects List (Whipping Post, Book Exchange)
- Football use of Recreation Ground
- Woodlands Terms of Reference

Action: Clerk

The meeting was closed at 9.24pm

Signed:.....
Cllr. David Findley - Chair

Date:

Judi Hallett
Clerk to Ufford Parish Council

Chair's initials.....