

Minutes of Ufford Parish Council Meeting

Held on 19th August 2025 at 7.00pm

The Parish Hall, Church Lane, Ufford

Present

Cllr. Vincent Smith (Chair)

Cllr. Tim Buxbaum

Cllr. Nick Crocker

Cllr. Pat Edworthy

Cllr. Rilla Forge

Cllr. Angela Linforth

Cllr. Nigel Smith

Cllr. Tig Thomas

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: Apologies had been received from UPC Councillors Bennett (previous engagement) and Findley (Away). Cllr. Nicoll had also sent his apologies.
- b) To Accept Apologies: The apologies of Cllrs Bennett and Findley were proposed as accepted by Cllr. Edworthy, seconded by Cllr. Linforth 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
 - Cllrs. V Smith, Linforth, and Thomas – Item 5. a) – Attendance at a site meeting with reference to DC/21/5550/FUL, including discussion with Mr Harrison.

3. Public Session:

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

Chair's initials.....

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:
 - Pettistree Solar Park – I will catch up on all the emails now that I am back from my break
 - Crown Nursery – [Update on current situation passed to Cllr. Noble]
 - Nature at Work – Webinar on this will be recorded and sent to those who cannot attend
 - Small Grants – If there is anything you need please let me know (Cllr. Forge to consider tools for FPW)
 - Planning Consultation – Please take part in the survey [Clerk confirmed she had completed this]
- Suffolk County Council – Cllr. Nicoll had given his apologies.

4. **To sign Minutes of meeting dated 15th July 2025:**

The minutes of the Full Council meeting dated 15th July 2025 had been circulated. The minutes were proposed as a true record by Cllr. Crocker, seconded by Cllr. N. Smith 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. **Planning To discuss and agree responses to the following Planning Applications:**

a) DC/21/5550/FUL - Erection of a solar photovoltaic (PV) array, with a total export capacity of up to 21 MW....Land At Park Farm, Loudham Hall Road, Loudham.

Councillors made the following comments:

- Cllr. V Smith explained that UPC had sent in four letters, to date, but it was agreed that a further letter should be sent
- After discussion it was agreed that the letter should address the following points:
 - Effect on the landscape (include photograph previously sent)
 - Lack of an Attenuation Pond – and the potential flood risk this posed to Ufford as it was downstream on the Deben from the site
 - The removal of good agricultural land from production
 - UPC share the concerns of local residents regarding traffic movements along very narrow country lanes, especially during construction.
- Conclusion: **Objection** (quoting above matters) (Prop: Cllr. V. Smith, Sec: Cllr. Linforth, 7 votes For, 1 Abstention)

b) DC/25/2970/FUL - Side and rear Extensions including some internal remodelling at 1 Crownfields, Ufford - Councillors made the following comments:

- There are many staggered roof lines in this development but overall it will improve the internal layout
- Conclusion: **No objection** (Prop: Cllr. Edworthy, Sec: Cllr. Forge, All in agreement)

- c) DC/25/2757/TPO - 1no. Holly (marked on plan) - Fell - Four Winds Ufford Place Ufford - To ratify comments already sent in - Councillors made the following comments:
- The Clerk confirmed that 'No objection, with suggestions for replanting' had been sent in to ESC.
 - Conclusion: **No objection** (Prop: Cllr. N Smith, Sec: Cllr. V Smith, all in agreement).
- d) DC/25/2794/TCA - 1no. Crab Apple (1 on plan) - Reduce height by 1.5 - 2 metres 1no. Conifer (2 on plan) - Reduce height by 3 metres and shape - The Cottage Barrack Lane Ufford - To ratify comments already sent in - Councillors made the following comments:
- The Clerk confirmed that 'No objection' had been sent in to ESC
 - Conclusion: **No objection** (Prop: Cllr. V Smith, Sec: Cllr. Linforth, all in agreement)

Action: Clerk

6. Update on Planning and Transport Matters - To receive an update on:

- a) Former Crown Nursery site – Cllr. V Smith reported that a meeting had been held with Landex and their representative, Mr Leslie Short. Mr Short had indicated that Pre Application advice had been returned to him by ESC earlier that day, and there was much to review, including the layout of the houses, position on the Plot, and parking provision. It has been suggested that the play provision could also be revised, due to the existing play park being so close. There was also new legislation on the layout of SUDS to review. A full application is expected to be put in to ESC in the autumn.

Cllr. Forge reported that the site was being cleared and a great deal of clearance work had been done.

- b) Closure of Melton Railway Crossing – The Clerk reported that the Melton Level Crossing would be closed 24/7 between 10.00pm on 24th Oct and 6.00am on 28th Oct. This would coincide with another closure of the Ufford crossing so all traffic to and from the Bawdsey peninsula would need to travel via Tunstall to get around (28 mile diversion).

7. Finance Matters:

- a) To receive and agree Accounts to 31st July 2025 – The Accounts had been prepared and circulated. There were no questions. Cllr. Bennett had carried out the quarterly Councillor Internal Controller review and his report had been circulated.

- b) To receive Notice of Conclusion of Audit 2024/25 and AGAR Part 3, Section 3 from PKF Littlejohn LLP – The Clerk confirmed that the ‘Notice of Conclusion of Audit 2024/25’ and ‘AGAR Part 3, Section 3’ from PKF Littlejohn LLP, had been received and posted on the website and notice board. There were no recommendations from PKF. Councillors acknowledged receipt of these documents (Prop: Cllr. V Smith, Sec: Cllr. Edworthy, all in agreement).
- c) To confirm receipt of the NJC Salary Pay Award 2025/26 and to discuss agree aligning the Clerk’s salary to these – The proposed Salary Pay Award figures had been circulated by the Clerk and she confirmed she was paid Grade 17. The new hourly rate for this grade was £16.08. It was proposed by Cllr. Thomas that the new rate be paid (back dated to 1st April). This was seconded by Cllr. Forge and all were in agreement.
- d) To consider the Insurance Renewal documentation and if to enter in to a three-year long term agreement – The insurance renewal from Gallagher had been received and circulated. Concern was raised that additional land would be added to the Council’s assets, possibly next year, and it was unclear if this would invalidate any long term agreement. The Clerk was asked to investigate and report back to the September meeting.
- e) To authorise the following Invoices for Payment:
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| i. J Hallett (Salary and Expenses) | £868.00 |
| ii. SCC Pension Fund (Clerk’s Pension) | £215.21 |
| iii. D Findley (Water Testing Consumables x 2) | £153.60 |
| iv. PKF Littlejohn LLP (External Audit) | £378.00 |
| v. T Clarkson (Work to Trees) | £1,160.00 |
| vi. R Leggett (Final payment for Neighbourhood Plan) | £125.00 |

The above payments were proposed by Cllr. Crocker, seconded by Cllr. Thomas with Councillors voting all in favour that the payments be paid. Cllr. Edworthy agreed to authorise the online payments and inspected the invoices. The Clerk agreed to ask Cllr. Bennett to second authorise.

- d) To note Payments made since last meeting:
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| i. Imperative Training Ltd (Defib Battery) | £360.00 |
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- e) To note Payments received since last meeting:
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| i. Alford Storage (Clothes Bank) | £19.00 |
| ii. Donation (Defib Battery) | £300.00 |

Action: Clerk

8. To receive agenda items for next meeting and agree date of Next Meeting (16th September 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 (delayed to Oct meeting)
- Co-Option of a new Councillor

Action: Clerk

The meeting was closed at 7.50pm

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

Date:

Judi Hallett
Clerk to Ufford Parish Council

Chair's initials.....