



# UFFORD PARISH COUNCIL

Mrs Judi Hallett, *Clerk to the Council*  
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## NOTICE OF THE UFFORD PARISH COUNCIL MEETING TO BE HELD ON TUESDAY 20<sup>TH</sup> JANUARY 2026 THE COMMUNITY HALL, THE AVENUE, 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. Apologies for absence
  - a) To Receive Apologies
  - b) To Accept Apologies
2. 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
3. Public Session (15 mins max):
  - a) Reports or comment from any members of the public
  - b) Reports or comment from ESC and SCC Councillors
4. Council Administration:
  - a) To discuss co-option of a Councillor and signing of Declaration of Acceptance of Office (if appropriate)
  - b) To agree the date of the Annual Parish Meeting (suggested 28<sup>th</sup> April at UCH)
5. To sign Minutes of the meeting dated 16<sup>th</sup> December 2025
6. Local Government Review and Devolution – To consider what Assets, if any, and/or Services, Ufford Parish Council could undertake when Suffolk County Council and East Suffolk Council are merged.
7. Planning - To discuss and agree response to the following Planning Applications, Appeals or Proposed Development:
  - a) [DC/25/4983/TPO](#) - TPO No. 189 / 2005 1no. Oak (T1 on plan) - Crown lift to 8 metres above ground on property side only - 2 The Oaks, School Lane, Ufford
  - b) [DC/25/4854/FUL](#) - Demolition of existing conservatory and outdoor store and erection of single storey side and rear extensions – Sunnybank, East Lane, Ufford

*Please be aware that recording of meetings is probable*

8. Other Planning Matters:

- a) To acknowledge previous months list of ESC Planning decisions
- b) To discuss the latest position with Landex regarding Crown Nursery site development
- c) To receive update on creating a Biodiversity Action Plan in conjunction with Melton Parish Council
- d) To discuss if UPC wish to comment on the draft Statement of Community Involvement from ESC

9. Finance Matters:

- a) To receive and agree Accounts to 31<sup>st</sup> December 2025
- b) To review the Internal Controls observed by the Council and the Appropriateness of the Internal Auditor
- c) To authorise the following Invoices for Payment/Transfers:
  - i. J Hallett (Salary and Expenses) £890.46
  - ii. SCC Pension Fund (Clerk's Pension) £222.72
  - iii. HMRC Cumbernauld (Clerk's PAYE and NI for Qtr.) £221.58
  - iv. Thurlow Nunn Standen Ltd (items for FPW) £71.43
  - v. East Suffolk Services Ltd (BMX Waste Bin Collection) £48.95
  - vi. *Any invoice coming forth*
- d) To note Payments made since last meeting:
  - i. None
- e) To note Payments received since last meeting:
  - i. Alford Storage (Clothes Bank) £6.00
  - ii. Transition Rendlesham (Grant for Water Testing) £150.00

10. Highways:

- a) To receive update on Gas works on the A12 (Jan to May 2026)
- b) To discuss new Village Gateway and Sign
- c) To discuss the new SCC Policy on 20 mph speed limits and if UPC wishes to establish a policy for requesting these.

11. Recreation Ground/Woodlands:

- a) To receive an update on Woodlands Management (report from Cllr. Forge)
- b) To discuss purchase of a new Chain Saw for FPW, and possibility of requesting a grant from Cllr. Noble.
- c) To review the license for Football on the Recreation Ground
- d) To discuss establishing a policy for the flying of drones from the Recreation Ground
- e) To discuss establishing a policy for the use of metal detecting at the Recreation Ground

12. Community Hall:

- a) To receive an update on the Hall and replacement main entrance project
- b) To discuss the quotes for renewing the CCTV at the Recreation Ground

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

14. Review of Data Protection Documentation – To acknowledge review of all Data Protection documentation by the Clerk and to formally adopt the following policies and procedures:
- a) CCTV Policy (Jan 2026)
  - b) Data Protection Impact Assessment (Jan 2026)
  - c) Information Protection Policy (Jan 2026)
  - d) Information Security Incident Policy (Jan 2026)
  - e) Retention of Documents and Records Policy (Jan 2026)
  - f) DP Risk Assessment (Jan 2026)
15. To receive agenda items for next meeting and agree date of Next Meeting (17<sup>th</sup> February 2026)

*Judi Hallett* - Clerk to the Parish Council (15<sup>th</sup> January 2025)