



# UFFORD PARISH COUNCIL

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## NOTICE OF THE UFFORD ANNUAL PARISH COUNCIL MEETING TO BE HELD ON TUESDAY 19<sup>th</sup> MAY 2026 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 2026/27 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 21st April 2026
6. To elect the Vice- Chair of the Council for 2026/27 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 2026/27
10. Ufford Charities – To discuss applications received for Representative Trustee and make an appointment

11. To appoint persons to the following offices:

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

12. Local Government Review – To receive details of the new SCC Councillor

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

- a) DC/26/1093/FUL - Replace existing shed with single storey ancillary garden studio - Gildenhurst, Lower Road, Ufford
- b) DC/26/1294/FUL - Formation of new highway access and erection of new self-build dwelling and associated works - Land Between 1 And 3, Nicholls Close, Ufford
- c) DC/26/1447/FUL - Single Storey Side Extension and Other Alterations - Clay Cottage, High Street, Ufford
- d) DC/26/1340/FUL - Development of 3 covered outdoor padel courts with separate advertisement application for signage - Ufford Park Hotel, Yarmouth Road, Melton
- e) DC/26/1633/FUL - Replacement of existing path from the front doors of the Almshouses to Church Lane, to improve safe access, and related works – Almshouses, Church Lane, Ufford
- f) DC/26/1634/LBC - Replacement of existing path from the front doors of the Almshouses to Church Lane, to improve safe access, and related works – Almshouses, Church Lane, Ufford

14. Other Planning Matters:

- a) To acknowledge previous months list of ESC Planning decisions
- b) To receive update on sale of small parcel of land at the rear of Nicholls Close
- c) To receive update on the ESC Call for Sites results
- d) To receive update on the refurbishment of the Stocks and Whipping Post
- e) To consider exploring the feasibility of a Rural Exception Site or the establishment of a Community Led Housing Group

15. Finance Matters:

- a) To receive and agree End of Year Accounts to 30<sup>th</sup> April 2026
- b) To discuss funds held with CCLA and if to transfer any more
- c) To receive update on VAT overcharge by SCC Street Light Team
- d) To authorise the following Invoices for Payment/Transfers:
  - i. J Hallett (Salary and Expenses) £1,002.60
  - ii. SCC Pension Fund (Clerk's Pension) £196.52
  - iii. Countryside Home Improvement Ltd (Final instalment for UCH Doors) £814.96
  - iv. National Association of Local Councils (Planning Training for Clerk) £42.00
  - v. David Bracey (Annual and Quarterly Play Park Inspections) £516.00
  - vi. *Any invoice coming forth*
- e) To note Payments made since last meeting:
  - i. None

*Please be aware that recording of meetings is probable*

f) To note Payments received since last meeting:	
i. Alford Storage (Clothes Bank)	£14.00
ii. Lloyds Bank Plc (Interest)	£2.43
iii. East Suffolk Council (50% Precept)	£13,862.50
iv. Suffolk County Council (VAT Refund)	£41.74
v. Ufford Tennis Club (Annual Ground Rent)	£350.00

16. Highways:

- a) Ufford Hole Breach and PRoW – To receive update on the breach

17. Recreation Ground/Woodlands:

- a) To receive an update on Woodlands Management (report from Cllr. Forge)  
b) To review the Ground Rent charges for the Tennis Club and Ufford Community Hall (wef 1<sup>st</sup> April 2027)

18. Community Hall – To receive monthly update on management of the Hall

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 (16<sup>th</sup> June 2026)

*Judi Hallett* - Clerk to the Parish Council (15<sup>th</sup> May 2026)