

Minutes of Ufford Parish Council Meeting
Held on 16th September 2025 at 7.00pm
The Parish Hall, Church Lane, Ufford

Present

| | | |
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| Cllr. David Findley (Chair) | Cllr. Keith Bennett | Cllr. Tim Buxbaum |
| Cllr. Nick Crocker | Cllr. Pat Edworthy | Cllr. Nigel Smith |
| Cllr. Vincent Smith | Cllr. Tig Thomas | |

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 Cllr. Rilla Forge (away), and Cllr. Angela Linforth (away). Cllrs. Nicoll and Noble had also sent their apologies.
- b) To Accept Apologies: The apologies of Cllrs Forge and Linforth were proposed as accepted by Cllr. V. Smith, seconded by Cllr. Thomas 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
 - Cllr. V Smith – Item 12 – Treasurer to the Community Hall
 - Cllr. Edworthy – Item 12 – Committee Member to the Community Hall
 - Cllr. Buxbaum – Item 5. a) – Owner of property in question
- 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):
 - N/A

Chair's initials.....

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

- East Suffolk Council - Cllr. Noble had given her apologies but her report had been circulated.
- Suffolk County Council – Cllr. Nicoll had given his apologies.

4. **To sign Minutes of meeting dated 19th August 2025:**

The minutes of the Full Council meeting dated 19th August 2025 had been circulated. The minutes were proposed as a true record by Cllr. N. Smith, seconded by Cllr. Crocker 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/25/3028/TCA - 1no. Willow (marked on plan) - Pollard at height shown on accompanying statement. 1no. Purple leaved Maple (marked on plan) - Fell. 1no Alder (AL1 on plan) - Reduce overextended limbs above liquid Amber by approx. 6m at 10m from the ground. 1no. Alder (AL2 on plan) - Reduce overextended leaning limbs by approx. 5m at 9m from the ground. 1no. Alder (AL3 on plan) - Remove deadwood - Brook Cottage, Barrack Lane, Ufford. Councillors made the following comments:

- Tree Warden has assessed the application and has no objection
- Conclusion: **No Objection** (Prop: Cllr. Edworthy, Sec: Cllr. Bennett, 7 For, 1 Abstention)

b) DC/25/3336/TCA - 1no. Magnolia and 1no. Prunus (T2 and T3 on plan) - Crown reduce by up to 2 metres - Potts Croft, Church Lane, Ufford - Councillors made the following comments:

- Tree Warden has assessed the application and has no objection
- Conclusion: **No Objection** (Prop: Cllr. Bennett, Sec: Cllr. Edworthy, all in agreement)

c) DC/25/3429/TCA - 1no. Conifer (marked on plan) - Fell - Little Springs, Loudham Lane, Ufford - Councillors made the following comments:

- Tree Warden has assessed the application and has no objection
- Conclusion: **No objection** (Prop: Cllr. Crocker, Sec: Cllr. Bennett, all in agreement).

Action: Clerk

6. **Other Planning Matters:**

- a) To acknowledge previous months list of ESC Planning decisions – Three were no further questions.
- b) To discuss DC/21/5550/FUL - Park Farm Solar Farm and response received from the Applicant to our latest letter – It was acknowledged that the reply from the developer was comprehensive and that no further action should be taken until the matter was debated by ESC Planning Committee (South).

- c) To discuss response to the latest letter from the Stop Deben Solar action group – A letter from the Stop Deben Solar action group had been circulated; it contained details of a proposed large Solar Farm close to Letheringham; three to five times larger than the proposed development at Pettistree. After discussion it was agreed to show support for the Action Group and send a letter demonstrating UPC's disapproval of the proposals, with special mention of the loss of good grade agricultural land and the concern regarding flooding (especially mentioned by Wickham Market PC). It was proposed by Cllr. Findley and seconded by Cllr. Crocker (7 For, 1 Abstention) that Cllr. Findley and the Clerk would draft the letter.

After the vote, further comment was made regarding the benefits of Solar Energy and the need for joined up thinking about Solar Farms and the use of PV panels on warehouses and large structures.

Action: Clerk

7. Neighbourhood Plan:

- a) To discuss scope of 'Terms of Reference' for 'Ufford Neighbourhood Plan Implementation Group' – UNPIG – Cllr. N Smith reported that no further comments had been received regarding the ToR for the group. It was suggested that perhaps management of the Plan should be a UPC task and not for a separate group, but that former members of the Steering Group could form a 'Working Group'. It was felt there were three elements to take forward:
- Working with Landex on the Crown Nursery development,
 - Management of the Woods (including development of a Biodiversity Action Plan (BAP) and Ufford Woodlands Trust) and
 - Establishment of the Allotment Organisation

It was concluded that Cllr. N Smith would contact all members of the Steering Group to suggest that they reconvene to ascertain how such Working Groups would operate and to seek volunteers to join them.

- b) To discuss the latest position with Landex regarding Crown Nursery site development – Cllr. Findley reported that Landex had given permission for a walk around the site (at all attendees own risk); this would be organised for a Saturday in October. Members discussed the proposed revised layout of the site and agreed it was an improvement on the original and met the requirements as set out by ESC. A letter of support was proposed by Cllr. Findley, seconded by Cllr. Bennett and all were in agreement.

Action: Cllrs. N Smith, Findley and the Clerk

8. CIL Projects List – To review and update:

The CIL list was revisited and it was agreed to:

- Remove the suggestion for traffic calming on the High Street
- Split the costs of the refurbishment of the Community Hall Kitchen and Changing Rooms

- Add a ‘barrier’ to the slope at the Recreation Ground where a wheel chair user had recently slipped down

Action: Cllrs. N Smith, Findley and the Clerk

9. Finance Matters:

- a) To receive and agree Accounts to 31st August 2025 – The Accounts had been prepared and circulated. There were no questions.
- b) Insurance – To receive report on LTA with Hiscox Insurance and alternative quote from Zurich Insurance – Members assessed the two Insurance quotes and the level of cover offered. In conclusion Cllr. V Smith proposed a three year ‘long term agreement’ was established with Zurich Insurance. This was seconded by Cllr. Edworthy and all were in agreement.
- c) To discuss provision of a Waste Bin for BMX track (£40.79 per quarter) – Members felt a waste bin for the BMX track was essential. After discussion Cllr. Edworthy proposed the provision from East Suffolk Services was undertaken. This was seconded by Cllr. Thomas and all were in agreement.
- d) To discuss purchase of a Grit Bin for Goldsmiths (road now adopted by SCC) – Council agreed purchase of a Slingsby 200L Black Grit Bin for Goldsmiths at a net cost of £189.00. It was suggested that Cllr. Nicoll was approached to ask if he would be prepared to give a grant for the bin (Prop: Cllr. Bennett, Sec: Cllr. V. Smith, all in agreement)
- e) To authorise the following Invoices for Payment:
- | | |
|---|-----------|
| i. J Hallett (Salary and Expenses) | £1,004.22 |
| ii. SCC Pension Fund (Clerk’s Pension) | £260.31 |
| iii. Aaron Electrical (Suffolk) Ltd (Disconnection of EV Point) | £102.00 |
| iv. R Forge (Petrol for FPW) | £15.99 |
| v. St Mary’s Church Hall Ufford (Hall Hire) | £140.00 |
| vi. Zurich Insurance (Insurance) | £1,485.90 |

The above payments were proposed by Cllr. Findley, seconded by Cllr. Edworthy with Councillors voting all in favour that the payments be paid. Cllrs. Edworthy and Findley 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. Alford Storage (Clothes Bank) £15.00

Action: Clerk

10. Council Administration:

- a) To receive report on Assertion 10 Training attended by the Clerk – The Clerk reported that the Assertion 10 training was very informative. In order for the Council to be able to answer ‘Yes’ to it, she would need to revise the Website to ensure it was accessible to all and establish an IT Policy. This would be drafted and sent for review.
- b) To discuss moving to ‘gov.uk’ email addresses for all Councillors – The Clerk advised that all Councillors MUST now use a dedicated email address for UPC business (all but one presently do). This would be Assertion 10 compliant. However, the ‘gold star’ standard would be for all Councillors to move over to a ‘gov.uk’ email address, managed by the Clerk. It was suggested that a move might be made at the start of the next financial year in April 2026

There were a number of questions about this move and the Clerk was asked to find out the answers, before any decision was made.

- c) To receive report on latest Asset Review and discuss work required – The Clerk gave details of the full Asset Review which had taken place over two visits to the office and a number of maintenance tasks that had been passed to Mr Churchyard.
- d) To discuss co-option of a Councillor – Members were asked to consider any neighbours or others in Ufford who may be suitable candidates for PC office and to spread the word that a co-opted member was required.

Action: Clerk

11. Recreation Ground/Woodlands:

- a) To receive an update on Woodlands Management (report from Cllr. Forge) and discuss further work required – Cllr. Forge’s report had been circulated and was discussed. Cllr. N Smith proposed expenditure of £580 on work to remove the second Tree of Heaven. This was seconded by Cllr. Crocker and all were in agreement – Clerk to advise Cllr. Forge.
- b) To discuss scope of ‘Terms of Reference’ for FPW – Item deferred to the October meeting.
- c) To receive an update on the Woodbridge Town Youth Football Club’s use of the Ufford pitch – The Clerk reported that the club had agree to return to the sessions that had previously been agreed and not to hold any tournaments. However, Cllr. Edworthy reported two issues:
 - i. On a recent visit to the Hall she was shocked to see no person assigned to manage who entered the Hall when the children were on site. She was allowed to enter the hall unchallenged and was very concerned at a man hanging around the toilets.

- ii. The Hall Committee required accurate details of when the Football Club would be using the pitch, as it was no longer possible for the Hall to be booked out for any other purposes whilst the field was being used for football, due in large part to limits on car parking at the Hall.

The Clerk agreed to contact the Football Club manager directly, copying in Cllrs. V Smith and Edworthy.

- d) To receive update on the BMX Track management – The Clerk reported that the BMX Track was now being managed by Mr Lynch.
- e) To review the CCTV configuration and discuss upgrading the system – The Clerk requested that the Council review the CCTV configuration at the Community Hall. The present system was not available to view remotely and this caused issues when trying to view an incident. It was agreed that the Clerk should research the options and report back to the October or November meetings. It was suggested that Mr Peter Cochrane might have some ideas.

Action: Clerk

12. Community Hall:

- a) To receive an update on the Hall and to discuss requirement for main entrance to be replaced – Cllr. V Smith reported that the Hall entrance required replacement as it was now very difficult to unlock the door and the wood was not secure. It was agreed that this should be a project that UPC undertook, due to being the Freehold owners of the property. It was agreed that Cllr. V Smith would get at least two quotes and present them to Council at the October meeting. It was anticipated that the Hall Committee would be able to make a contribution towards the cost of replacing the entrance.

Cllr. V Smith further reported that a grant from ESC had been requested for the Kitchen refurbishment, with the remaining costs being met by the Hall Committee.

Action: Cllr. V Smith

13. Highways:

- a) To receive an update on placing of a Memorial Bench at the East Lane Triangle – The bench was now in place and it was hoped would be used for many years to come.
- b) To receive an update on the Sogenhoe Chapel Wooden Cross and plaque – The Clerk reported that Mr Spencer Wix had agreed to provide the plaque with no charge. The Clerk agreed to chase where he was with the project.
- c) To discuss forthcoming Rail Level Crossing closures at Ufford and Melton and related Sizewell C construction issues – Cllr. Findley reported that many meetings had taken place linked to the forthcoming closures of the Ufford and Melton Rail crossings. Communications would be going out over the next six weeks and members were asked to spread the word.

- d) To discuss the viability and continuation of the Community Speed Watch Group – The Clerk reported it had been difficult recently to fill all Speedwatch session. She agreed to continue to organise the timetable and run as many sessions as possible.

Action: Clerk

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

14. Documentation – To review and adopt:

- a) Asset Register Sept 2025 (including revised ‘Replacement’ costs) – This document had been circulated and the suggested amendments were proposed by Cllr. Bennett, seconded by Cllr. Thomas and all were in agreement. Clerk to finalise and publish

Action: Clerk

15. Quarterly Health and Safety Review – To receive notification of any H&S matters and to add to Action List: The following incidents were reported:

- Incident of wheel-chair user slipping down slope at Recreation Ground – hand rail to be investigated
- Football Club Safeguarding Issue – Clerk to write to Club Manager
- Zip Wire appears low – Tested by Cllr. Thomas and all was OK but bushes around it need trimming
- PROW 21 (by Notcutts land) – Handrail broken – Clerk to report to SCC PROW Team
- PROW 12 (by Hawkeswade Bridge) – Handrail broken – Clerk to report to SCC PROW Team

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

- SZC Southern Transport Forum – Cllr. Findley – Report made to Council

17. To receive agenda items for next meeting and agree date of Next Meeting (21st October 2025):

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

- Community Hall
- Woodlands
- Football Club
- CCTV
- UNPIG

Action: Clerk

The meeting was closed at 9:12pm

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

Date:

Judi Hallett
Clerk to Ufford Parish Council

Chair’s initials.....