

Minutes of Ufford Parish Council Meeting
Held on 18th November 2025 at 7.00pm
The Community Hall, The Avenue, Ufford

Present

Cllr. David Findley (Chair)
Cllr. Nick Crocker
Cllr. Nigel Smith

Cllr. Keith Bennett
Cllr. Rilla Forge
Cllr. Vincent Smith

Cllr. Tim Buxbaum
Cllr. Angela Linforth

Judi Hallett (Clerk)

One member of the public was present

The Chair welcomed everyone to the meeting

1. Apologies for absence:

- a) To Receive Apologies: Apologies had been received from Cllr. Tig Thomas (Away) and Cllr. Pat Edworthy (Previous engagement). Cllrs. Nicoll and Noble had also sent their apologies.
- b) To Accept Apologies: The apologies of Cllrs. Thomas and Edworthy were proposed as accepted by Cllr. Forge, seconded by Cllr. N. Smith 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 11 – Treasurer to the Community Hall
 - Cllr. Findley – Item 8 d) – Recipient of refund
- 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):
 - The Clerk read a question from a resident asking if the Parish Council had considered a southbound slip road on to the A12 at Pettistree. Comment was made that this had been discussed many times but the cost was far outside the remit of the PC. However, it was agreed to place the item on the December agenda.

Chair's initials.....

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

- East Suffolk Council - Cllr. Noble had sent her apologies
- Suffolk County Council – Cllr. Nicoll had sent his apologies.

4. To sign Minutes of meeting dated 21st October 2025:

The minutes of the Full Council meeting dated 21st October 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. Planning To discuss and agree responses to the following Planning Applications:

a) None

6. Other Planning Matters:

- a) To acknowledge previous months list of ESC Planning decisions – There were no further questions.
- b) To report back from the ‘ESC Local Plan – Call For Sites’ webinar – The Clerk reported that she had attended the ESC Call For Sites webinar. The Call would be open until 9th January 2026. It was suggested that the Parish Council would be asked to comment on the suggestions put forward, during an official consultation, and that a public meeting may be required to gather residents’ thoughts. The Clerk was asked to pass details of the Call for Sites on to Landex as they may wish to register the land at Crown Nursery again.
- c) To discuss the latest position with Landex regarding Crown Nursery site development – Cllr. Findley reported that he had spoken to Mr Tony Burrows (Mr Leslie Short being away). Mr Burrows had indicated that he was frustrated at the length of time discussions with ESC were taking, with reference to the final plans for the Crown Nursery site. The Clerk was asked to write to Mr Short, to ask if the PC could assist in any way.

Action: Clerk

7. To continue to discuss how to show Ufford is a ‘welcoming and inclusive’ village and potentially installing a new Village Gateway:

Members acknowledged the actions taken to date (welcoming strap lines on the website and correspondence headings and on the PUNCHLine header). The Clerk had obtained a quote for a new single village gateway sign, the total cost, including installation would be around £2,000. Members discussed the number of entrances to the village, the need for two each side of the road, the limitations on some roads and the likely total cost. It was commented that some residents may feel funds could be spent providing services instead of signs. In conclusion, the Clerk was asked to measure the current Gateway and request a quote for a sign saying ‘Welcome to Ufford’.

Action: Clerk

8. Finance Matters:

- a) To receive and agree Accounts to 31st October 2025 – The Accounts had been prepared and circulated. There were no questions. Cllr. Bennett had carried out his quarterly CIC Inspection and a couple of minor anomalies had been corrected.
- b) To discuss and agree Grant requests for payment in April 2026 – After deliberation it was agreed to give the following grants in April 2026:
 - St Mary’s Church Flowers (Flowers for the Church): £300.00
 - Ufford Players (Production costs): £250.00
 - St Mary’s PCC (Grass cutting of open cemetery): £900.00

These grants were proposed by Cllr. V Smith, seconded by Cllr. Bennett and all were in agreement. The Clerk was asked to circulate details of the full costs of the grass maintenance at the churchyard.

- c) To discuss the draft budget for 2026/27 and possible Precept amount – The draft budget had been prepared by the Clerk based on income and expenditure over previous 5 years and known projects for 2026/27. Each line of the budget was reviewed and suggested amendments made. Concern was raised at the rising costs of maintaining the woodlands and any assets that may be passed to the PC, from SCC and/or ESC following Local Government Reorganisation. The Clerk was asked to revise the budget and to circulate this for second review at the December meeting. She was also asked to provide options for possible Precept request amounts

- d) To authorise the following Invoices for Payment:

i. J Hallett (Salary and Expenses)	£890.46
ii. SCC Pension Fund (Clerk’s Pension)	£222.72
iii. J G Shand (Hedge cutting)	£216.00
iv. Suffolk.Cloud (Gov.Uk email addresses)	£150.00
v. Acorn Villages (Grant in memory of Tony Prentice)	£100.00
vi. Value Products Ltd (Sign for Play Park)	£26.46
vii. Geosphere Ltd (Mapping Software)	£96.00
viii. D Findley (Water Testing Consumables)	£28.78
ix. Steven Churchyard (Maintenance)	£303.00

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

- d) To note Payments made since last meeting:
 - i. CCLA (Transfer) £8,000.00
- e) To note Payments received since last meeting:
 - i. ESC (CIL Payment) £1,887.44
 - ii. Ufford Community Hall (Grant for doors) £5,000.00

Action: Clerk

9. Council Administration:

- a) To discuss co-option of a Councillor – Cllr. Findley reported two residents he had spoken to had not wished to join the Council at this time. All members were asked to speak to neighbours who might be appropriate.

Action: All

10. Recreation Ground/Woodlands:

- a) To receive an update on Woodlands Management (report from Cllr. Forge) and discuss further work required – Cllr. Forge reported on the following items:
- A subdued goose had been found in the woods and it was thought it may have struck the overhead power wires. However, it had gone later in the day
 - Two Saturday working parties have now been held and both were very successful; they totalled 126 manhours, or £2,268 worth of savings.
 - The AGM will be held on Saturday 22nd November, all welcome
 - The BMX Bin has been damaged but repaired again.
- b) To discuss replacement of the Swing Chains at the Recreation Ground – The Clerk had obtained a quote from Kompan (the supplier of the swings in 2015) after the RoSPA inspection had indicated they were wearing thin. Members thought the cost was high and asked the Clerk to take the following action:
- Ask Kompan if Chains could be supplied, instead of Ropes
 - Speak to the inspector and ask if he had details of any other supplier we could contact
 - Place the matter on March 2026 Agenda as the existing chains on the swings were still not yet worn out.

Action: Clerk

11. Community Hall:

- a) To receive an update on the Hall and replacement main entrance project – Cllr. V Smith reported that the Hall Doors design had been amended slightly, to allow for the width of the main opening door to meet all accessibility regulations. A new design was awaited.
- b) To discuss WTYFC use of the Hall and Recreation Ground – Details of the WTYFC matches had been supplied by the manager, but it was agreed to be still too vague. After discussion and given the greater intensity of football matches and practices the Clerk was asked to review the license, its cost and advise on the renewal date for discussion at the next meeting.
- c) To discuss the quote for renewing the CCTV at the Recreation Ground – The Clerk had obtained a quote for updating the current CCTV system from the current supplier. Members felt the CCTV was important and asked that the Clerk request the Hall Committee’s permission for the system to be installed in the Bar area, close to the router. They also asked for the Clerk to seek another quote, so that details could be compared.

Action: Cllr. V Smith and Clerk

12. Highways:

- a) To further discuss supporting a call for villages affected by SZC to have a 20Mph speed limit applied – Members debated this matter at length and the following comments were noted:
- A project like this will need residents support so a consultation may be needed
 - Highways have reviewed their Policy towards 20 mph zone and agreed not to amend it; reading it, it was suggested that we may not qualify
 - Are we all keen to pursue this? [Mixed reaction]
 - The SZC data will be useful but we will need a baseline to prove speeding is having a negative effect.
 - If we do a survey it might raise expectations; perhaps we need SCC's opinion before we go any further
 - Who will pay for all the signs? I calculate over 200 (including repeater signs) would need to be changed, on top of any legal work

In conclusion, the Clerk was asked to place the matter at the top of the December Agenda for further discussion.

- b) To receive the quarterly Footpath Report – Council acknowledged receipt of the Footpath Report and the Clerk was asked to thank the new Warden for an excellent job.

Action: Clerk

13. Documentation – To review and adopt:

- a) IT Policy (November 2025) – The Clerk asked that this item be deferred to the December meeting as she had found a more appropriate template for UPC to use but had not had time to review it fully. The Clerk confirmed the UPC Laptop was running Windows 11.

Action: Clerk

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

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

- CCLA Webinar – *Cllr. Bennett* – Cllr. Bennett gave a report on a recent webinar held by CCLA and Jupiter Investments. He had been reassured that under Jupiter Fund Management's ownership responsible investing and the ethical focus that has been essential to CCLA's ethos and reputation will continue unchanged.
- Community Partnerships Meeting – *Cllr. Linforth* - Cllr. Linforth reported that she had engaged with a representative of the Sizewell C Community Fund group at the recent CP meeting. Funds would be available to Ufford, if it should be shown that there was a traffic increase as a result of SZC. It was suggested that the traffic data should be analysed in the spring (see above).

Chair's initials.....

15. To receive details of Clerk’s Annual Appraisal:

Cllr. Findley gave an account of the Clerk’s Annual Appraisal, that had been held on 14th November. A copy of the minutes can be obtained the Clerk and the whole Council thanked the Clerk for her continuing work. It was noted that there may be a need to review salary and hours if and when the allotments were established or if the Local Government Review resulted in more work for Parish Councils.

16. To receive agenda items for next meeting and agree date of Next Meeting (16th December 2025):

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

- Discussion of Highways 20MPH speed limit
- Budget 2026/27
- IT Policy
- LGR and Devolution
- CCTV at the Recreation Ground

Action: Clerk

The Clerk reminded all present that the December meeting would start at 6.00pm. The meeting was closed at 9:12pm

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

Date:

Judi Hallett
Clerk to Ufford Parish Council