

**NEW ORFORD TOWN TRUST
REGISTERED CHARITY 1053729**

The Town Hall, Market Hill, ORFORD, Woodbridge, Suffolk IP12 2NZ

**Minutes of the Annual General Meeting (208th) meeting of the New Orford Town Trust held on
Wednesday 17 May 2017, at 6.30pm in Orford Town Hall**

MINUTES

Present: Cllrs I Thornton (Chairman), D Brenchley, M Golder, M Green, J Howard, M Iliff, A Macro, R Mallett, J Robinson, P Smith, M Smy. Clerk and Treasurer in attendance

1. Election of Chairman of the New Orford Town Trust for 2017/18

Cllr P Smith proposed Cllr I Thornton. This was seconded by Cllr J Robinson and agreed unanimously.

Election of Vice Chairman of the New Orford Town Trust for 2017/18

Cllr I Thornton proposed Cllr M Smy. This was seconded by Cllr P Smith and agreed unanimously.

2. To appoint sub-committees: Riverside and Estates/Highways

As Cllr M Finney had stepped down from the Riverside Committee, sub-committees were agreed as follows:

Riverside: Cllrs M Golder, A Macro, J Robinson, M Smy, P Smith and I Thornton.

Estates/Highways: Cllrs D Brenchley, M Finney, M Green, J Howard, M Iliff and R Mallett.

3. Apologies for absence

Apologies were received from Cllr M Finney (unavoidably delayed).

4. Declarations of interest

Cllr D Brenchley: allotment holder; Cllr M Finney: member of Orford Sailing Club, river user, Chairman of the Orford and District Inshore Fishermen's Association, Trustee of Orfordness Lighthouse Trust, Director of Cobra Mist Ltd; Cllr M Golder: relative lives in Bakers Lane cottage; Cllr M Green: allotment holder; Cllr J Howard: Commodore of Orford Sailing Club, plot holder; Cllr M Iliff: member of Orford Sailing Club; Cllr A Macro: allotment holder, supplier to Orford Country Market, Chairman of the Recreation Ground Charity, and married to a quay user (fisherman); Cllr R Mallett: relative of an allotment holder; Cllr P Smith as a river user and member of Orford Sailing Club; J Robinson as a river user and member of Orford Sailing Club; Cllr M Smy: allotment holder, plot holder, mooring holder.

5. Minutes of the 207th meeting held on 19 April 2017

These were agreed and signed as an accurate record.

6. Matters arising from the 207th meeting held on 19 April 2017

- Re signs on Orford Quay: the Clerk had been to look at locations for the signs and suggested one metal sign should be fixed to the lamppost on the front of the Quay. The fishermen's hoist post is square and would be difficult to fix a sign to. The Clerk suggested getting self-adhesive signs which could be put on three sides, and therefore visible to more people. This was agreed.
- It was reported that the new shingle had been delivered and would be spread the following day.
- Kiwi fencing had been out to quote for the fence/gate at the OSC end of the boatyard. He had queried whether the new fence should simply go where the old one was, or whether it should continue round to join up with the new fence round the pond. After discussion it was agreed that it should join up with the existing pond fence.

- The Treasurer reported that the card machine in the Quay Office was working well.
- Re Screen Suffolk, the Clerk had emailed to register with Screen Suffolk. The reply had come back asking for more information and photographs of the locations, and the Clerk asked the Trustee if they were happy for her to deal with and approve small-scale enquiries (liaising with relevant Committee Chairmen, and keeping the Trustee informed of what would be going on), and taking larger enquiries to relevant Committees or the full Trustee: this was agreed.
- The Clerk reported that there had been no reply from Ian Mills to the Chairman's letter of 15 March 2017. It was agreed that the Clerk should send a letter to Mr Mills to chase this up.

ACTION Clerk to send letter as above

- The Clerk reported that NOTT had still not received payment from the loss adjuster re Quay Street Car Park oil spill, and that Ker-Way was chasing for payment. The Trustee agreed unanimously to pay Ker-Way a preliminary amount of £10,000, with the balance to be paid once NOTT has received the money. It was further agreed to pay Eastern Fire and Rescue Service and Friends Garage the monies they are owed.

ACTION Treasurer to raise cheques as above

- The Clerk reported that she had spoken with the organisers of the tractor rally, and that arrangements were in place for 28 June. She had arranged to speak with the organiser during the week leading up to the event to check everything.

7. Treasurer's report

- Cheques and balances from 1-30 April 2017
These were agreed and accepted by the Trustee.

The Treasurer reported that the credit card machine was up and running at the Quay Office, and that over £3000 had been taken on it to date. It was agreed that a sign should be put up in the Quay Office window advising that NOTT was now able to take card payments.

ACTION Clerk to make sign, as above

- Agreement of bank signatories for all NOTT bank and COIF accounts
After discussion it was agreed unanimously that the signatories for all NOTT's accounts (Barclays Bank, Santander, COIF, Virgin, United Trust Bank and Unity Trust) should be Cllrs I Thornton, M Golder and A Macro.

ACTION Treasurer to complete paperwork as above

8. Committee reports

Minutes of an **Estates/Highways** meeting held on 27 April 2017

Cllr J Howard reported that he had looked in the loft area of one of the cottages in Bakers Lane. He had been surprised to find another ceiling, complete with old light fitting. At some point all the ceilings must have been much higher, but a new ceiling put in, probably to make the rooms more snug. There are division walls between the cottages (not made of brickwork), and everything is dry and sound. Cllr J Howard said that it was highly likely that the roof was boarded, but probably not with a membrane. There is 6-8 inches of insulation.

Town Hall lighting will be discussed by the Estates Committee at their next meeting. The Clerk is still chasing Paul Lloyd for info re shower in Bakers Lane, and for getting a date for the damp work. The water leak has been sorted at the Gedgrave Road allotments. The picnic bench in Quay Meadow has been pressure washed and is looking good. Mark Thacker has been asked to give a quote for painting the Quay Street car park toilets.

Microlift in Town Hall kitchen: the microlift is not working and needs a new motor gear unit, and the Clerk has received two quotes for repair: from Stannah for £5289 plus VAT, and from Genesis Lifts for £4380 plus VAT. The Clerk reported that the lift was used every weekend by the Country Market, and for all functions that took place in the Main Hall. Cllr P Smith proposed that the lift should be repaired. This was seconded by Cllr I Thornton and agreed unanimously.

The Clerk was asked to check the guarantee on both quotes, and if these are the same, then to accept the cheaper quote.

Minutes of a **Riverside** meeting held on 24 April 2017

Cllr J Robinson had spoken to Tom Massey about the pressure washer which was given to NOTT. He felt that it wouldn't be suitable for use by NOTT for cleaning the slipway, as the volume of water would not be sufficient. Cllr J Howard reported that OSC had experimented with a pressure washer, but only the fire hose was able to shift the mud. The fire engine currently cleans NOTT slipway on a weekly basis.

Re cleaning of the slipway Cllr I Thornton commented that if Quay users use the slipway early in the morning or on the Quay Warden's day off, then it can sometimes be dirty. NOTT has 2 scrapers. After discussion it was agreed that one should be given to Cobra Mist on a permanent loan, so that they can clean the slipway themselves if need be.

ACTION Clerk to ask Quay Warden to give Cobra Mist a scraper as above

Re CCTV: Cllr J Robinson felt that the best site for the camera that used to be sited on the BT pole, was on a metal pole with base plate which could be mounted on an existing concrete plinth close to the BT pole. The Clerk will ask Peggs to quote for this.

ACTION Clerk to get quote from Peggs as above

Cobra Mist is now paying an annual fee for use of the slipway.

9. **Consideration of NOTT advisors:** V Ransome for personnel issues – Cllr A Macro reported that V Ransome is now in full-time employment and will not be able to continue in this role. Cllr P Smith reported that the PC and NOTT Chairmen should be carrying out the appraisals. The Parish Clerk had got some information about this, and the NOTT Clerk will liaise with her, and it can be discussed further at the next NOTT meeting.

I Castle for allotments: Cllr P Smith will talk to Mr Castle to see if he is willing to carry on as allotments adviser, and this will be held over until the next meeting.

Renewal of preferred contractors: Mark Thacker as handyman; Elite for tree inspections and work; Suffolk Coastal Norse for grounds maintenance (ie Quay Meadow, QSCP) etc: these were all agreed unanimously by the Trustee.

10. **General Trust business**

- Village stocks: request for funding for repair of stocks: the Clerk reported that when the stocks were taken out for photographing by the Museum, they had been in a bad state of repair, with one end almost falling apart. The stocks are owned by NOTT and are on loan to Orford Museum. Jen Hall (Curator, Orford Museum) had been to take a look at them, and had asked Dick Murphy to quote for their repair. He has given a verbal quote of up to £500. Jen Hall has been in touch with Orford Castle to see if they might be able to go on display there, but a firm decision on this is yet to be made by English Heritage. More conservation may be required before they are put on display, but Jen Hall is confident that funding for this could be sourced from elsewhere if required. After discussion Cllr I Thornton proposed that NOTT should pay up to £500 as a one-off, and that money for further repairs would need to be sourced from elsewhere. This was seconded by Cllr J Howard and agreed unanimously.

ACTION Clerk to inform Jen Hall as above

- Data protection course: it was agreed that the Clerk should attend this course.
- Any new information re MCZs: an informal meeting had been held on 10 May 2017, at which Alison Andrews (Chairman, Alde and Ore Association) and Keith Martin (Trustee of Alde and Ore Association with responsibilities for MCZs) were present, and notes from this meeting were distributed to members of the Trustee. Cllr I Thornton had done some further research and found information on website of the Joint Nature Conservation Committee (JNCC), which is a statutory adviser to the government. On the website you

can look up the designations of various locations. For MCZs, unlike other designations, social and economic factors will be taken into account. Cllr I Thornton felt that this could be explored, as riverside income supports other NOTT assets. He is working on this, and will put together a paper for the Trustee. Cllr P Smith commented that Natural England has delayed things because of the General Election and Brexit, and MCZs come under European law. It is difficult to know where things will stand after the election, as there may be different pressures and priorities.

- Proposed plans from Rindy Frost re boatyard area: the area Mr Frost is interested in measures 30ft x 30ft, and he had produced a rough drawing of what he would like to put on the site. Cllrs I Thornton, J Robinson and the Quay Warden had been to look at the site, and measured up. It was thought that the plot leased to Mr Frost would have to be to one side, to allow room for Chantry. There was discussion about the base, and it was agreed to discuss this further at the Riverside meeting on Monday. Mr Frost would also be responsible for getting any permissions required (ie planning consent etc). All other plot holders have applied for, and received, planning consent.
- Clerk's report on outstanding matters: valuation of NOTT assets: the Clerk had been in touch with Clarke and Simpson as agreed at a previous meeting. However, they do not carry out insurance valuations, and had suggested contacting Bob Foulkes at Hollins in Framlingham. Having liaised with the Chairman and Vice Chairman, the Clerk had contacted him for a quote. The charge would be £1250 plus expenses and VAT. The Trustee agreed to go ahead with this.

ACTION Clerk to contact Hollins as above

11. Correspondence

- Letter from Orford Sailing Club requesting permission to launch and anchor a training raft in its usual position, from the middle of July until the beginning of September. This was agreed.
- Letter from Orford Sailing Club inviting members of the Trustee to visit the Sailing Club on 19 July (NOTT meeting date) to see what they do. The monthly meeting could also be held in the marquee to the rear of the Sailing Club. It was suggested that this might be an issue if there were matters to be discussed *in camera*.
- An email had been received from a production company about filming on the river bank in July. After discussion the Trustee agreed that it was happy for this to take place.
- Letter of complaint from Bakers Lane tenant: the Clerk and Cllr J Howard had been down to look in the loft space, and the tenant had brought up some issues, which the Clerk and Cllr J Howard had responded to. The tenant felt that she had been fobbed off, which the Clerk and Cllr J Howard were surprised about. It was suggested that the tenants should have a representative who could attend Estates meeting and co-ordinate any issues. The Clerk reported that the Estate Committee had accepted a quote from Paul Lloyd to install a shower, and that although he had been given the go-ahead several months ago, the work was yet to be carried out. It was agreed that the Clerk should try and call Mr Lloyd, and that if he was unable to carry out the work, then Mark Thacker should be asked to give a quote. A second quote for the rear doors was being sought in time for consideration at the Estates meeting next week. Cllr J Howard said he would go round the following morning to fix the issue with a light fitting.

12. Items for next meeting:

Village Fund applications, renewal of policies, appraisals

The meeting closed at 8.23pm.

13. Date of next meeting: Wednesday 21 June 2017, at 6.30pm.