

**NEW ORFORD TOWN TRUST
REGISTERED CHARITY 1053729**

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

**Minutes of the 216th meeting of the New Orford Town Trust held on
Wednesday 21 March 2018, at 6.30pm in Orford Town Hall**

MINUTES

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

1. Apologies for absence

Apologies were received from Cllr J Robinson.

2. Declarations of interest

Cllr D Brenchley: allotment holder and works with a fisherman; 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; Cllr M Smy: allotment holder, plot holder, mooring holder; J Robinson as a river user and member of Orford Sailing Club.

3. Minutes of the 215th meeting held on 21 February 2018

These were agreed and signed as an accurate record.

4. Matters arising from the 215th meeting held on 21 February 2018

- The Clerk reported that A Moore had replaced the damaged strakes on the front of the Quay free of charge when he was carrying out the moorings maintenance.
- The Clerk reported that she had spoken with Mr Frost regarding the boatyard, and that the Commodore of Orford Sailing Club had also been in touch with him. Cllr J Howard reported that Mr Frost had responded to him, and arrangements are in hand.

5. Treasurer's report

- Cheques and balances from 1-28 February 2018
These were accepted and signed by the Trustee.
- Unity Trust bank account as main NOTT bank account: the Clerk explained that the Unity Trust account is the only NOTT bank account which can be accessed online (unlike the accounts with Barclays and Santander). NOTT currently pays a monthly charge for use of the account but if transactions go above a certain level there will be an additional transaction fee of 15p per transaction (debit or credit). This still compares favourably with the cost of a stamp to send a cheque, or the percentage charge levied when accepting a debit/credit card. After discussion Cllr I Thornton proposed that NOTT should use Unity Trust as the main NOTT bank account. This was seconded by Cllr J Howard and agreed unanimously.
- Agreement of insurers for 2018/19: the Clerk reported that Scrutton Bland had provided a quote for insurance for 2018/19: £5714.21 for NOTT insurance and £358.28, making a total of £5999.49. Cllr I Thornton proposed acceptance of this quote, seconded by Cllr M Golder and agreed unanimously.
- At the Trust meeting in February there had been problems with the spreadsheet for the NOTT and Committee budgets for 2018/19 and these had been re-circulated by the Treasurer via email. A majority of members of the Trustee had agreed the budgets via email, and the Chairman signed these.

6. Committee reports

- Minutes of an **Estates/Highways** meeting held on 15 March 2018 (to be distributed before the meeting)
- Cllr M Golder said that she would be able to help with disposal of the old fridge.
 - QSCP toilet refurbishment: update on progress: Cllr J Howard reported that he had visited the site that day and that the contractor was still on track to complete the work by Thursday 29 March so that the toilets could re-open before Easter. The tiling is nearly finished and the grouting will be dark grey. It had been hoped that the hand dryers could be re-used but this will not be possible, so three new ones have been ordered. However, money has been saved by not proceeding with a CCTV inspection of the drains, which is no longer required as the problem drain is not being used.
 - Letters from parishioner regarding Millennium Wood: there had been four expressions of interest in plots for sheds in Millennium Wood, and four letters had been received from 3 parishioners expressing concern over this possible use. They were concerned about the loss of green space in the village and the effect on wildlife. Cllr J Howard pointed out that the area had had needed to be comprehensively sprayed to eradicate the invasive Himalayan Balsam, and that this treatment would continue. Cllr P Smith reported that a number of parishioners had expressed concern to him also. Cllr P Smith pointed out that a planning application for 'Formation of informal park/nature area' had been approved in 2000 though the exact boundary of this area was uncertain. Cllr J Howard considered that given this application from 2000, planning consent might be difficult to obtain for sheds on the area. One of the letters received was from Mr R Murphy who offered to take on management of the area and plant suitable trees. After discussion Cllr P Smith proposed that the Trustee should thank Mr Murphy and take him up on his kind offer. This was seconded by Cllr J Howard and agreed unanimously.

ACTION Clerk to liaise with Mr Murphy and respond to parishioners, and put something in Village Voice

- Minutes of a **Riverside** meeting held on 19 March 2018. The Clerk apologised that minutes were not yet available for the meeting which happened only 2 days previously. The Chairman explained that 2 emails had been received from a former Trustee about riverside issues. At the time, the Chairman had replied by email, and the points made by the former Trustee, along with the Chairman's replies to each point, will be detailed in the Riverside minutes, with the emails attached to them. These will be distributed to all members of the Trustee in the usual manner.
- The Riverside Committee had discussed tenders for moorings maintenance and these will be sent out shortly by the Clerk.
- The Riverside Committee agreed to ask Nicholas Gold to meet with the NOTT Chairman and Riverside Chairman to discuss any riverside issues.

7. General Trust business

- Clerk's report on outstanding matters: dealt with in other items
- Orford Ness Memorial: someone to take on arrangements: the Clerk had received and email from former member of the Trustee Mike Finney, regarding arrangements for the installation and 'opening' of the Orford Ness memorial at the Quay on 14 July 2018. The Clerk had tried to call him to discuss this but as yet has been unsuccessful. NOTT is currently holding £1000 from the Village Fund as a donation to the memorial. It had been suggested that some of this money might be used to pay for a buffet after the opening of the Memorial, however, the Trustee felt that the money was not put aside for this purpose, and should be used for the memorial itself, with the National Trust paying for the buffet. It was agreed that the Clerk should clarify arrangements with Nick Collinson (National Trust).

8. Correspondence

- Email from Clare Greenwell re flotilla event on the river, new date, 22 July 2018: this was discussed by the Trustee. It was agreed that this date was more suitable than the August Bank Holiday weekend, but as it is the first weekend of the summer holiday the Quay is still likely to be busy. The Trustee agreed that a maximum of 3 trestle tables would be allowed on the Quay, and that NOTT must ensure that the day-to-day running of the Quay is not affected by the event. The Clerk was asked to reiterate that NOTT would not take any liability for the event, and that the organisers must make their own risk assessments and have appropriate insurance for the event.

ACTION Clerk to reply as above

- The Clerk had received an email from the Chairman of ODIFA regarding the hoist. The Riverside Committee had asked that ODIFA paid for the regular inspections of the hoist, which would be once or twice a year depending on advice from JD Lifting. It also wanted ODIFA to pay for any damage caused by misuse of the equipment. ODIFA had replied saying that it would only pay for one inspection per year, as if two were needed then the equipment was clearly not fit for purpose. The Clerk explained that as part of LOLER (Lifting Operations Lifting Equipment Regulations) the lifting equipment had to be inspected annually, but that contractors had to take into account external factors (ie salt water environment) when assessing whether additional inspections were needed. The fishermen have agreed to source a covering for the hoist to give it some protection, and they will continue to ensure that it is well oiled throughout the year. ODIFA want a member of the Association to be present when the inspection is carried out, and they want access to the hoist to be physically restricted (by padlock) to members of ODIFA. The Trustee agreed to pay for one of this year's two inspections. It is hoped that once the next inspection takes place in June, JD Lifting may not need to inspect for 12 months. The Trustee was happy for a member of ODIFA to be present at any inspection, and a member of the Trustee will also attend (Cllr J Howard offered to be present). Re restricting access, the Trustee was happy that only ODIFA members would use the hoist, but would want the Quay Warden, as NOTT employee, to have a key, as NOTT are the owners of the hoist. The Quay Warden would not intend to use the hoist but would have access in case of emergency. Cllr M Smy suggested that a tick sheet should be put in place so that users could confirm a visual inspection of the hoist (chain, hook and beam) before each use. This way if there are any problems they can be reported to the Clerk straight away.

ACTION Clerk to inform ODIFA of the above

9. Items for next meeting: usual items

The meeting closed at 7.34pm.

10. Date of next meeting: Wednesday 18 April 2018 at 6.30pm