

**NEW ORFORD TOWN TRUST  
REGISTERED CHARITY 1053729**

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

**Minutes of the 217th meeting of the New Orford Town Trust held on  
Wednesday 18 April 2018, at 6.30pm in Orford Town Hall**

**MINUTES**

Present: Cllrs M Smy (Vice Chairman), D Brenchley, M Golder, M Green, J Howard, M Iliff, R Mallett, and P Smith.

**1. Apologies for absence**

Apologies were received from Cllrs A Macro (unwell), J Robinson (family commitment) and I Thornton (holiday).

**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 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.

**3. Minutes of the 216th meeting held on 21 March 2018**

These were agreed and signed as an accurate record.

**4. Matters arising from the 216th meeting held on 21 March 2018**

- Cllr J Howard reported that he had met and spoken with Mr Murphy after the last NOTT meeting regarding Millennium Wood. Mr Murphy is happy to take on looking after the area, and would want to plant some oak trees. Chris Green (Suffolk Coastal Norse) also met with them, and they have agreed that the hedge between Quay Meadow and Millennium Wood will need to be cut down to approx. 6-7 feet in height, to allow light through to the wood area. This can be carried out in the autumn. In the meantime, Suffolk Coastal Norse will treat the area again with Roundup, to eradicate the Himalayan Balsam in the area. This treatment will need to be repeated in a year's time, and will not affect any trees.
- Cllr J Howard reported that he had met with Rindy Frost and discussed getting water and electric from the Sailing Club. There is a meeting of the OSC Committee at the weekend. Cllr J Howard had drawn up a plan of how Mr Frost's area and that earmarked for the NOTT container and Chantry storage might be laid out. This will be discussed further at the next Riverside meeting. It is the intention to move the NOTT container at the same time as Mr Frost puts his containers in place. Cllr J Howard commented that the NOTT lease said that the lessee was responsible for getting appropriate planning consents as necessary.
- The Clerk reported that Mr Murphy still had the stocks, and she will liaise with Guy Marshall as to where they can be placed in the Church.

**5. Treasurer's report**

- Cheques and balances from 1-31 March 2018  
These were accepted and signed by the Trustee.

**6. Committee reports**

- No **Estates/Highways** meeting this month
  - QSCP toilets update: Cllr J Howard reported that despite the contractor's best efforts to complete the refurbishment work by the end of Good Friday, this had not proved possible. There had been delays due to the weather (3 days of heavy

snow) and cold temperature making it difficult for render to go off and paint to dry. The portals remained in use over the Easter weekend and there were no complaints from users. Since the work was finished there have been a few teething problems with a few leaks, but all is OK now. In the gents toilets there is an area where the floor level is lower than the rest of the area, and where water pools if there is a leak etc, but he is keeping an eye on it to see if anything needs to be done. The Trustee thanked Cllr J Howard and J Cheney for working to sort out a recent problem. Cllr J Howard commented that it looked like someone had put their foot in the toilet, possibly to clean boots or shoes, and it was suggested that a sign be put up indicating where the outside tap is.

- Minutes of a **Riverside** meeting held on 19 March 2018

## 7. **General Trust business**

- Clerk's report on outstanding matters: the Clerk commented that there was nothing further to report with the National Trust.
- Orford Ness Memorial: the Clerk reported that she had spoken with Nick Collinson (National Trust) regarding the unveiling of the Memorial. The date will be 14 or 15 July and he will confirm that asap. NOTT have previously agreed a donation of £1000 towards the Memorial, and NT will pay for a buffet after the unveiling. A list of invitees is yet to be put together, but NOTT will be able to contribute to this. The Clerk will update the Trustee when more information is available.

## 8. **Correspondence**

- Letter from East Anglian Air Ambulance
- The Clerk reported that she had received an email from the company which leases the photocopier to NOTT. With the upcoming GDPR it was advising installation of software to encrypt the hard drive of the photocopier, at a cost of £19 plus VAT per month. It was agreed that the Parish Clerk should bring this up with SALC when she has the PC audit, as the PC uses the same photocopier.
- The Clerk reported that she had received an invoice from a supplier which carries out work for NOTT on a monthly basis. The invoice received was for the past 3 years. The Clerk had ascertained that payment had not been made for 3 years. After discussion the Trustee agreed to authorise payment of the invoice, but asked that invoice should be sent annually in future.

The Trustee asked if there had been any update on fundraising for the tennis courts, and the Clerk will find out more information for the next meeting.

## 9. **Items for next meeting**

It will be the NOTT AGM in May, so election of Chairman and Vice Chairman, Year end accounts etc

The meeting closed at 7.15pm

- ## 10. **Date of next meeting:** Wednesday 16 May 2018 at 6pm (note change of time), followed by the Annual Parish Meeting