

**NEW ORFORD TOWN TRUST
REGISTERED CHARITY 1053729**

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

**Minutes of the Annual General Meeting (243rd) of the New Orford Town Trust held on
Wednesday 12 May 2021, at 6.30pm, via Zoom**

MINUTES

Present: Cllrs I Thornton (Chairman), C Ambury, F Barnwell, J Howard, M Iliff, A Macro, R Mallett, P Smith, M Smy. Treasurer and Clerk in attendance.

1 Election of Chairman for 2021-22

Cllr R Mallett proposed Cllr I Thornton. This was seconded by Cllr M Iliff and agreed unanimously.

Election of Vice Chairman for 2021-22

Cllr R Mallett proposed Cllr M Iliff. This was seconded by Cllr M Smy and agreed unanimously.

2. Apologies for absence

Apologies were received from Cllrs S Backhouse and M Green (both for work commitments).

3. Acceptance of apologies

The apologies were accepted by the Trustee.

4. Declarations of interest

Cllr C Ambury: mooring holder, plot holder and river user; Cllr F Barnwell: member of Orford Sailing Club, mooring holder and river user, allotment holder; Cllr J Howard: member of Orford Sailing Club, plot holder, mooring holder and river user; Cllr M Iliff: member of Orford Sailing Club; A Macro: allotment holder, Manager and supplier to Orford Country Market, Chairman of the Recreation Ground Charity, Chairman of the Orford Good Neighbour Scheme, and married to a quay user (fisherman); Cllr R Mallett: relative of an allotment holder, partner of an NOTT employee; Cllr P Smith: river user and member of Orford Sailing Club; Cllr M Smy: allotment holder, plot holder, mooring holder; Cllr I Thornton: boatyard user and river user; Cllr G Wingrove: boatyard user, river user, and married to an allotment holder.

5. Minutes of the 242nd meeting held on 21 April 2021

These were agreed as an accurate record.

6. Matters arising from the 242nd meeting held on 21 April 2021

- The Clerk reported that the new drain on the Quay had appeared to work well during the recent wet weather.
- The Clerk reported that the lining work to the Quay and the Quay Street car park had been completed. A road sweeper had to sweep up the shingle in the car park before the lining work could be carried out, and this has been left in piles at the rear left corner of the car park. The Trustee can decide in due course if it wishes to re-spread it. The sweeper did damage a couple of areas of the car park surface and the Clerk has asked Kerway to look at this and repair along with the other potholes. The contractor did point out that the surface on some parts of the rear area may not as solid as the rest of the car park, but there are no issues at the moment.
- The Clerk reported that Kerway should be carrying out the pothole repairs to the car park soon.

- The Clerk reported that after the last meeting Cllrs M Smy and I Thornton had met with someone from the company interested in filming on the Quay, and they had agreed that this could take place, as long as Quay activities are not affected. Filming is likely to take place at the end of July, in the early morning. The Clerk is meeting with someone else who is involved in the project on Thursday 20 May. Once more details are known nearer the time the Clerk will contact quay users and ensure that there are no problems.

7. Treasurer's report

- Cheques and balances from 1-30 April 2021
These were accepted by the Trustee.

8. Committee reports

- No Estates meeting
- No Riverside meeting

9. General Trust business

- Area outside Pinneys, Quay Street, quote received: Cllr J Howard reported that he had met with Kerway at the area to discuss what might be done. He had done a drawing and this had been forwarded to everyone. The proposal is to tarmac the area close to the highway (which has several water meter covers and a manhole cover), and to lay kerbstones. Behind the kerbstones there will be topsoil and turf as a continuation of the river wall. Dragon's teeth will be put in to stop cars parking, and reflectors may be added. Kerway had emphasised that any work should be carried out by a contractor who has a licence to work on the roadway. The quote from Kerway came in at £3536 plus VAT, and they might not be able to carry out the work until October.

Cllr M Smy commented that he had been down there as well, and that the area certainly needed to have something done as there are trip hazards. It was agreed that perhaps the number of dragon's teeth could be reduced from 11 to 5 or 6, and it was also agreed that another quote should be sought. It was suggested that EFM Surfacing Contractors should be approached, and the Clerk will arrange for them to meeting with Cllr J Howard asap. The Trustee agreed that once another quote has been received, it would be happy to make the decision about who to go with via email before the next meeting, so that the work can be carried out asap. The Clerk will contact EMF asap and Cllr J Howard will meet them to discuss the work. The Trustee agreed that it certainly needed to address the problems with the area asap.

Cllr P Smith asked if Peter Sparrow (SCC Highways) was aware of the work that NOTT planned to carry out. The Clerk said that she would contact him once a further quote had been received to ensure that everything was in order and done properly.

- Discussion re meetings going forward (in-person or via Zoom): as Covid restrictions are being eased the Trustee considered how to go forward: because of government legislation which the Parish Council must follow, they will be having face-to-face meetings from Wednesday 19 May, with social distancing and other measures still in place. NOTT does not need to follow these rules. The Trustee is aware that restrictions are currently scheduled to be relaxed further on 21 June, but after discussion agreed to continue with Zoom meetings for the time being.
- Swift boxes: the Clerk reported that she had been approached by a councillor and a parishioner about the possibility of putting swift boxes on the Town Hall. There are 2 boxes available from someone who lives in the village. The Clerk has ascertained that planning permission would not be required, but Listed Building consent would be as the Town Hall is a Grade II listed building. There is no charge to make an application for Listed Building consent. The Clerk had met with the local volunteer swift advisor and Cllr P Smith to see if a suitable location on the Town Hall could be identified. A location on

the Bakers Lane side of the Town Hall, opposite the old smokehouse, had been looked at. The Clerk had contacted East Suffolk Council's Senior Design and Conservation Officer to see if he might be able to give some idea of whether any application would be accepted, and was waiting to hear back. Cllr P Smith said that Paul Lloyd would put them up, and that payment would be sorted out. The Trustee agreed that if the response from East Suffolk Council was positive, then it was happy to apply for Listed Building consent.

- Agreement of NOTT policies:

Cllr M Smy declared an interest in the Allocation of Riverside plots policy, and did not take part in a vote on this policy.

- Allocation of riverside plots: agreed unanimously with changes to the previous policy
- CCTV: agreed unanimously
- Complaints: agreed unanimously
- Conflict of interests: agreed unanimously
- Designated funds: to be carried forward to the next meeting
- Equal opportunities: agreed unanimously
- Housing allocation: agreed unanimously
- Investment: to be carried forward to the next meeting

10. Correspondence

There was none.

11. Items for next meeting

Applications from the Village Fund, small grants/donations, agreement of sub-committee membership, agreement of preferred contractors

The meeting closed at 7.06pm.

12. Date of next meeting: Wednesday 16 June, at 6.30pm via Zoom