

**NEW ORFORD TOWN TRUST
REGISTERED CHARITY 1053729**

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

**Minutes of the 245th meeting of the New Orford Town Trust held on
Wednesday 21 July 2021, at 6.30pm, via Zoom**

MINUTES

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

1. Apologies for absence

Apologies were received from Cllrs S Backhouse (work commitment), Cllrs M Smy and G Wingrove (holidays), Cllr R Mallett for late arrival (work commitment), Cllr J Howard for early departure from meeting (prior commitment), and Treasurer for late arrival.

2. Acceptance of Apologies

The above apologies were accepted by the Trustee.

3. 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; Cllr M Green: allotment holder, and Secretary and supplier to Orford Country Market; 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, 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 is an employee of NOTT; Cllr P Smith: mooring holder, river user and member of Orford Sailing Club; Cllr I Thornton: boatyard user and river user.

4. Minutes of the 244th meeting held on 16 June 2021

These were agreed as an accurate record.

5. Matters arising from the 244th meeting held on 16 June 2021

- Filming on Orford Quay: the Clerk reported that the filming was confirmed as taking place on the afternoon/evening of Wednesday 28 July, and that she had let docking licence holders know about this, and passed on info to the film company about when they might be using the quay. The film company had asked if someone from NOTT would be able to be around to help with crowd control etc. The Chairman said he might be able to go down for a while, and will speak with the Riverside Chairman to see if he might be available as well. They have asked for permission to bring a catering van. Several locations in the car park and riverside were suggested and the Clerk will find out the size of the vehicle before confirming where it can go. She will ask that any additional vehicles purchase and display parking tickets.
- Cllr J Howard reported that he would be meeting with EFM this Friday regarding confirmation of a date for the work to be carried out outside Pinneys. Cllr J Howard will let Pinneys and the residents of The Old Warehouse know about the work.
- The Clerk reported that having submitted the application for Listed Building Consent for the installation of 2 swift boxes on the Town Hall, she had not yet heard back about this. The date given for determination was 14 July so the Clerk will chase this with East Suffolk Council.
- Re potholes in the car park: the Clerk has chased Kerway about this twice, but has not been given a date for this work.
- Shingle at the back of the car park: the Trustee agreed to leave the swept off shingle where it is

for the time being.

- Town Hall dormer windows: the Clerk reported that she had had a useful conversation with Robert Scrimgeour, Principal Design and Conservation Officer at East Suffolk Council. She had explained to him the situation with the dormer windows, and the suggestions given by GW Smith. He was happy to arrange for him or a colleague to come over to Orford to look at the windows, and discuss how NOTT might be able to proceed, and what might be acceptable from a planning point of view.

The Treasurer entered the meeting at 6.46pm.

6. Treasurer's report

- Cheques and balances from 1-30 June 2021
These were agreed by the Trustee.

Cllr M Green entered the meeting at 6.47pm.

- The Treasurer reported that some donations to NOTT's Housing/Property Fund had been received in memory of Liz Coddington. Some had come direct to NOTT and some via the undertakers. The Treasurer will acknowledge these donations individually, and something will be put into Village Voice to thank people.
- Bank signatories: the Treasurer explained to the Trustee about the difficulties faced with having different signatories for NOTT's accounts with different banks. She asked if the Trustee would be happy for the same three people to be signatories on all of NOTT's accounts. The Trustee agreed that Cllrs I Thornton, A Macro and M Iliff would be the three signatories.

7. Committee reports

- No Estates meeting
Grass cutting along Bakers Lane: the Clerk reported that now the Parish Council has reduced the areas of the village where grass cutting is taking place, the verge in Bakers Lane, between the allotment fence and the footpath is no longer being cut. The Clerk asked the Trustee if they wished to get someone to cut it. The Chairman will speak to allotment holder Cllr M Smy to see if he might be able to do this.
- No Riverside meeting

8. General Trust business

- Staff working from home: the current situation is that the office is closed to members of the public, and that the Clerk and Treasurer work from the office one day a week each. It was agreed to continue this arrangement over the summer until September, when hopefully the situation with Covid will be clearer, and it is hoped that the office can open up to members of the public, with the Clerk and Treasurer working from the office as before.
- Defibrillator at the Fire Station: NOTT funding. The defibrillator at the Fire Station, belonging to the Parish Council, is coming to the end of its life, and NOTT agreed that it would fund the cost of a new one. The equivalent defib is available at a cost of £925 plus VAT and delivery. If a new cabinet is required then the cost of that would be an additional £495 plus VAT and delivery. Cllr P Smith confirmed that the existing cabinet is not leaking (as they apparently sometimes do) so it was agreed that for the time being a new cabinet was not required. It can always be replaced at a later date. Cllr I Thornton proposed that the Parish Council should order the cabinet, and that NOTT should reimburse them for the cost of this. This was seconded by Cllr F Barnwell and agreed unanimously.
- Policies (to be dealt with at the September meeting)
- Photocopier/printer – end of contract, options: the Clerk had obtained some costings

from Netbox digital as the existing 5-year contract ends in August. The costings are based on usage over the last 12 months (when the office has been closed due to Covid, and the printer/copier not used as much as usual) plus 25%. The options are to keep the existing machine, or to upgrade to a newer, refurbished machine. Over the past year when meetings have been held via Zoom the Clerk has not distributed packs containing hard copies of minutes etc, but the Trustee agreed that when physical meetings restart (which we anticipate will be from September) they would want to have hard copies of minutes available at the meetings. The Clerk will go back to Netbox to ask for other options based on usage from the 12 months pre-covid.

- National Trust: the National Trust had met with the Quay Warden and Clerk about the possibility of having another mooring in the river, along with some usage of the slipway. The Trustee agreed that it would consider this once some outstanding issues are dealt with.

Cllr R Mallett entered the meeting at 7.09pm.

Cllr C Ambury commented that the beds and borders at the Quay Street car park could do with being cut back, and it was agreed that the Clerk should get a quote for this from Norse.

9. **Correspondence:** there was none.
10. **Items for next meeting:** outstanding policies.

The meeting closed at 7.15pm.

11. **Date of next meeting**