

ORFORD & GEDGRAVE PARISH COUNCIL
The Town Hall, Market Hill, Orford, Woodbridge, Suffolk. IP12 2NZ
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**Minutes of the Annual meeting (198th) of Orford & Gedgrave Parish Council held on
Wednesday 11th May 2016 at 7:00pm in the New Room of The Town Hall**

Present: Cllr Anne Macro
Cllr Margaret Green
Cllr James Robinson
Cllr Michelle Golder
Cllr Jonnie Howard
Cllr Mike Finney

Cllr Peter Smith
Cllr Mary Iliff
Cllr Matthew Smy
Cllr Derick Brenchley
Cllr Richard Mallett

In attendance: Marie Backhouse – Parish Clerk. There was 1 member of the public present.

Welcome by the Chairman

- 1. Election of Chairman for 2016/17 and Signing of Declaration of Acceptance of Office**
Cllr A Macro asked for nominations for Chairman. Cllr P Smith proposed that Cllr A Macro remained as Chairman, this was seconded by Cllr M Finney and agreed by all.
Cllr A Macro was duly **elected** as Chairman and the Declaration of Acceptance of Office was signed and witnessed by the Clerk.
- 2. Election of Vice Chairman for 2016/17 and Signing of Declaration of Acceptance of Office**
Cllr A Macro asked if Cllr D Brenchley would consider remaining in this position. Cllr A Macro proposed that Cllr D Brenchley be the Vice-Chairman, this was seconded by Cllr M Finney and agreed by all. Cllr D Brenchley was duly **elected** as Vice Chairman and the Declaration of Acceptance of Office was signed and witnessed by the Clerk.
- 3. Public Forum**
There was 1 member of the public present, but no comments from the public.
- 4. Reports from Representatives**
 - 1) Report by County Councillor Andrew Reid**
No report submitted as Annual Parish Meeting on 27th May 2015.
 - 2) Report by District Councillor Raymond Herring**
No report submitted as Annual Parish Meeting on the 27th May 2015.
- 5. Apologies for absence**
Cllr I Thornton
- 6. Applications for dispensations**
None
- 7. Declarations of interest**
Cllr J Howard – Planning application; 4 Peacocks Pyghtle.
- 8. To Consider and Approve the draft minutes of the 197th Parish Council meeting held on Wednesday 13th April 2016.**
The minutes were agreed by all the Councillors.
- 9. Matters arising from the 197th Parish Council meeting held on 13th April 2016.**
Cllr D Brenchley asked if the multiplay was completed.

Cllr A Macro commented that the multiplay is completed, but there was just a question relating to the finished wetpour, as wooden sides had been used which is not the same as the existing finish of concrete.

Clerk to contact Sovereign regarding the wetpour.

10. Treasurer's report

10.1. Cheques and balances from 1st – 31st March 2016.

The Council received, noted and approved the cheques and balances from 1st March – 31st March 2016. Cllr M Finney asked about the cost of the defibrillator service.

Cllr P Smith replied that the Co-op has given us £100 donation towards the placement and the service of the defibrillator.

10.2. Section 1 & 2 of the Audit Plan

Cllr A Macro reported that this paperwork will be presented to Heelis & Lodge whom are the internal auditors. All the figures that are within the paperwork are approved at previous meetings and have been written by the Treasurer and the Clerk. Everyone has a copy of the Section 1 – Annual Governance Statement and Section 2 – Accounting Statements.

Cllr A Macro added that if there were any questions the Treasurer would be more than happy to answer them.

All the Councillors agreed both Section 1 and 2.

10.3. Parish Council Insurance Renewal

Cllr A Macro said that the Parish Council is now ending a three year agreement with the insurance company and the Clerk has been collating quotes for the next year.

The Clerk announced that we had four quotes:

Community Action Suffolk - £794.97

Aviva - £712.58

Hiscox - £678.64

Ecclesiastical - £646.32 (Three year agreement cost £614.00)

Cllr M Iliff wondered if this Policy covers us to use our own preferred Solicitor should a legal case arise.

It was agreed to use Ecclesiastical pending the response re the use of Solicitor.

Clerk to contact Came & Company

11. Planning report

- **DC/16/1361/FUL – Plot 2C, Ralph Brinkley's Yard, Orford Quay**

This was a request to erect a softwood, ship lap boarded, dinghy storage shed sized 8m x 3.5m x 2.5m high, (above existing concrete piers). The shed to have sloping felt roofing or plywood above and to have double doors at front and removable steps to the side access. The whole to be painted black.

The Councillors had no objection to this proposal.

- **DC/16/1542/FUL – 118-119 Castle Hill, Orford**

This was a request to demolish existing outbuilding, replacing it with a new building to provide guest accommodation.

Cllr J Howard commented that this is to be a slightly larger building than the existing one; this will provide guest accommodation.

Cllr M Green reported that the parking area there is very small, and the drive comes out onto a narrow road.

Cllr J Howard said that the parking area was not due to change.

The Councillors suggested that this comment be made in our reply to SCDC, otherwise they had no objection to this proposal.

- **DC/16/1604/FUL – 4 Peacocks Pyghtle, Orford**

This was a request to erect a two storey side extension.

Cllr J Howard commented that this was to provide an additional bedroom, cloak room

and a utility room.

The Councillors had no objection to this proposal.

Planning Notifications

12. Parish Council Business

12.1 Renewal of preferred contractors.

Cllr A Macro suggested that we continue to use Mark Thacker as a handyman for the Parish Council. This was agreed by all the Councillors.

It was felt that as Suffolk Coastal Services took several weeks to complete the work, Elite tree services should be contacted to arrange a meeting, and discuss what work they are able to undertake. Cllr M Finney proposed that we should meet with Elite Tree Services, this was seconded by Cllr J Robinson and agreed by all.

Clerk to contact Elite tree services to arrange a meeting.

12.2 Parish Council Representatives on outside bodies.

Cllr A Macro asked if Cllr M Finney would continue to be the Parish Council representative on the AOEP committee.

Cllr A Macro suggested that the Recreation Ground Management Committee representatives should be Cllr D Brenchley, Cllr M Smy, Cllr M Green and Cllr A Macro.

This was agreed by all the Councillors.

12.3 Marquee on the recreation ground

Cllr A Macro reported that at a meeting with Mrs Grogono they had been informed that they have decided to go to a different field and not use the Recreation Ground for their wedding marquee.

12.4 Quotes for the recreation ground lights

The Clerk reported that she had been in touch with five different companies and had still only received one quote to replace the two broken lights on the recreation ground track.

Cllr A Macro suggested as it was lighter in the evenings, we should still wait for another quote before we commit to having the light fixed.

This was agreed by all.

12.5 Queen's Birthday celebration – 11th June 2016

Cllr A Macro reported that a small committee had been arranged to help with the Street Party. Various people have offered to help; Pump Street Bakery is to organise the BBQ; Lisa Marie Trinder has agreed to bring her ice cream cart; Mr Edgerton is to organise the music; Sir Edward Greenwell is to sponsor the craft table, etc.

At the last meeting it was agreed to provide the village children less than 11 years of age with a commemorative coin; the committee has offered to gain funding so that the children should have a mug as well; they intend to order 100 mugs. All the Councillors agreed with this, if funding could be found.

13. Correspondence

- **Orwell Housing**

Cllr A Macro mentioned that a phone call had been received in the office regarding 2 vacant bungalows in Barons Meadow. There is very little interest in these bungalows at the moment as they have a section 106 on them (local connection) and they need to be over 60 years old. Could we pass the word around the village to see if they can be filled.

- **M Pearce –parking in Broad Street**

Cllr A Macro read out an email from M Pearce regarding the issue of parking in Broad Street.

There are currently vehicles parking outside the White Cottage in Broad Street.
Cllr J Robinson said that the only solution would be to place the short poles with a chain on and fence it off.

Cllr M Smy wondered who was allowed to park in front of Bart's Hall.

Cllr A Macro replied that nobody has permission to park there.

Cllr M Smy suggested that parking in front of the Bart's Hall is where a lot of the problems occur, the space is used up and other people have to park along the road.

Cllr A Macro said that people have the right to cross over the village green but not to park on it; the Parish Council has the right to keep and maintain the Village Greens.

Cllr J Howard suggested that we tidy up the area in front of Bart's Hall; place down grass crete and section it for parking.

Cllr J Robinson asked if we would allocate the Baker's Lane residents a parking space each.

Cllr M Iliff suggested that there would be enough space for up to 10 cars which would allow spaces for other cars to park there as well.

Cllr A Macro informed the Council that last year she had the opportunity to have a supply of grass crete placed in front of Bart's Hall at no cost to the Parish Council on a set weekend, but unfortunately as this had not been approved by the Council it could not be accepted.

Cllr J Howard suggested that we ask the person involved again so that if he had some more grass crete we could allow him to place it in front of Bart's Hall.

Cllr J Howard proposed that we allow the grass crete to be completed if we should be offered some free of charge, this was seconded by Cllr M Finney and agreed by all.

Clerk to gain a quote for the grass crete.

14. Items for the next meeting

- **Street Party**

15. Date of next meeting: 08/06/16

Annual Parish Meeting: 27/05/16

The meeting closed at 7.50pm

Signed:....., Chairman

Date:.....