

ORFORD & GEDGRAVE PARISH COUNCIL
The Town Hall, Market Hill, Orford, Woodbridge, Suffolk. IP12 2NZ
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**Minutes of the Annual meeting (208th) of Orford & Gedgrave Parish Council held on
Wednesday 10th May 2017 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 Ian Thornton

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

In attendance: Marie Backhouse – Parish Clerk, & Judith Golder – Treasurer. There were 0 members of the public present.

Welcome by the Chairman

1. **Election of Chairman for 2017/18 and Signing of Declaration of Acceptance of Office**
Cllr A Macro asked for nominations for Chairman. Cllr M Golder said that she wished to be considered for the role of Chairman. Cllr M Smy proposed that Cllr M Golder became Chairman; this was seconded by Cllr R Mallett and agreed by all.
Cllr M Golder 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 2017/18 and Signing of Declaration of Acceptance of Office**
Cllr M Iliff asked if Cllr D Brenchley would consider remaining in this position. Cllr R Mallett proposed that Cllr D Brenchley be the Vice-Chairman, this was seconded by Cllr J Robinson 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 were 0 members of the public.
4. **Reports from Representatives**
 - 1) **Report by County Councillor Andrew Reid**
Andrew Reid said that he had written a report, but would like to summarise it at the APM.
 - 2) **Report by District Councillor Raymond Herring**
No report submitted as Annual Parish Meeting on the 26th May 2017.
5. **Apologies for absence**
Cllr M Finney
6. **Applications for dispensations**
None
7. **Declarations of interest**
Cllr M Golder – Enabling Development
Cllr M Smy, Cllr R Mallett and Cllr I Thornton – Recreation Ground Track
8. **To Consider and Approve the draft minutes of the 207th Parish Council meeting held on Wednesday 12th April 2017.**
The minutes were agreed by all the Councillors.
Cllr P Smith asked if we could emphasise the ‘affordable housing’ in item 6.

9. Matters arising from the 207th Parish Council meeting held on 12th April 2017.

Cllr M Golder read out an advisory email from LCPAS concerning the Castle track. We have 2 options; either first registration or adverse possession.

Cllr D Brenchley suggested that we go for the first registration.

Cllr M Iliff said that when this was applied for before, she was informed that English Heritage had objected to it.

Cllr P Smith said that we have no definite knowledge that EH will object.

Cllr J Robinson suggested that we should try for adverse possession.

Cllr M Golder said that the Clerk had looked through the catalogue of sale for the Sudbourne Estate in 1918. There is no mention of the Castle Track in this.

Cllr M Iliff suggested that we ask the local farmer to look at his deeds. The map related to the Estate Sale shows a number on the Castle House and the Castle but nothing on the track.

Cllr J Howard suggested that we should try to register the track, depending on the cost. The Parish Council should be the custodians to the village greens.

Cllr M Iliff reported that Birketts Solicitors had advised us against this.

Cllr A Macro commented that the knoll is not registered as a village green.

Cllr P Smith suggested that, following on from a previous email from the Fish & Chip cart owner, a couple of Councillors should go and visit him.

It was agreed by all that Cllr P Smith and Cllr I Thornton should meet with the Fish & Chip cart owner.

Clerk to contact LCPAS regarding the next steps re adverse possession.

10. Treasurer's report

10.1. Cheques and balances from 1st – 30th April 2017.

The Council received, noted and approved the cheques and balances from 1st April – 30th April 2017.

Judith Golder reported that some of the cheques have been dated for March as they were included in last year's accounts.

10.2. Parish Council Insurance Renewal

Cllr M Golder reported that the insurance renewal had been received from Ecclesiastical – the cost of which was £640.58. This has been an increase of £25 from last year.

This payment was agreed by all the Councillors.

10.3. SALC subscription

Cllr M Golder reported that the invoice for the renewal of our SALC subscription had been received. This was a cost of £321.16.

This payment was agreed by all the Councillors.

10.4. Staff pension

Judith Golder informed the Councillors that staff pensions have to be considered. The NOTT is currently using a company called NEST. She proposed that we use the same company for the Parish Council. No one on the pay roll qualifies for a pension at the moment and this is of no cost to the Parish Council.

It was agreed by the Councillors to use NEST.

10.5. Signatories

Judith Golder reported that currently the Parish Council uses Barclays bank for the deposit and current account. We have three signatories, and it is suggested that these be the Chair, Vice Chair and one other. It was agreed to exchange Cllr M Green with Cllr M Golder and retain Cllr A Macro and Cllr D Brenchley.

It was also agreed by all the Councillors to open an online Unity Trust bank account.

11. Planning report

- **DC/17/1549/FUL – 2 Unicorns, Pump Street, Orford**

This was a request for alterations and extensions to a single dwelling.

Cllr J Howard commented that the architect is to return the timber framed frontage above the garage, as it was in 1910. There are to be roof lights out the back and an increase to 4 bedrooms.

Cllr I Thornton said that the small balcony out the back over looks the garden of Elliots.

Cllr J Howard said that this was a bay window and not a balcony.

Cllr I Thornton suggested that the neighbour may object to being overlooked.

Cllr P Smith commented that this was a good development in the village and would enhance Pump Street.

The Councillors had no objections to this proposal.

Cllr P Smith commented about the state of the front of the old Castle Estates shop on

the Market Square. It looks as if it needs to be repaired as the woodwork has a hole in it.

Cllr I Thornton suggested that we just talk to Mr Pinney.

Cllr J Howard volunteered to have a chat with Mr Pinney and this was agreed by all.

Planning Notifications

12. Parish Council Business

12.1 Renewal of preferred contractors.

Cllr M Golder suggested that, in the absence of anyone else local, we continue to use Mark Thacker as a handyman for the Parish Council. This was agreed by all the Councillors.

After some discussion it was agreed by all to use Elite as our preferred tree contractors.

Suffolk Coastal Norse would continue to cut the grass on the village greens and the recreation ground.

12.2 Parish Council Representatives on outside bodies.

Cllr M Golder asked if anyone would continue to be the Parish Council representative on the AOEP committee. It was suggested that as Cllr M Finney was currently our representative, we should ask him if he would consider continuing with the role.

Clerk to contact Cllr M Finney regarding the AOEP.

Cllr M Golder asked who the current Recreation Ground Management Committee representatives were.

Cllr A Macro said it was Cllr D Brenchley, Cllr M Smy, Cllr M Green and herself.

Cllr D Brenchley no longer wished to remain on the Committee; it was agreed that Cllr M Golder would take his place.

12.3 Registering with the ICO (Information Commissioners Office)

Cllr M Golder reported that the Parish Council should register with the ICO as we hold personal data, email addresses etc. The cost of this for the year is £38. This was agreed by all.

Also LCPAS is holding a training session linked to the ICO on the 12th June 2017. The cost of this is £30 per person. It was agreed that Marie, Kara and Judith attend this training. The cost of Judith's training should be split between the NOTT and the PC.

12.4 Neighbourhood Watch/No Cold Calling Zone

Cllr A Macro commented that she had read an article in the Councillor magazine about registering areas as 'no cold calling zones'.

Cllr I Thornton suggested that this should be placed in the Village Voice. This was agreed by all.

Cllr A Macro informed the Councillors that currently there are 8 members of the Neighbourhood Watch. Cllr M Green agreed to be the representative for Gedgrave.

12.5 Enabling Development

Cllr J Howard suggested that at the last meeting we received some information from the AOEP regarding Enabling Development. After the talk by Sir Edward Greenwell, Cllr J Howard suggested that the PC had given support for this. The scheme is to build large houses, with a 30% profit on one house. This will provide money for the sea/river defences, but will the people buying these houses support the local assets. Did the PC support this?

Cllr I Thornton said that our objections will be placed when the planning applications appear from SCDC.

Cllr M Iliff said that Sir Edward would appreciate our blessing to this project.

Cllr J Robinson suggested that SCDC would have a list of people who wish to have land for building. The AOEP need to receive the maximum amount of profit, on the plot of land.

Cllr I Thornton asked how else we are to provide the money for the defences.

Cllr J Howard commented that these plots could be split and sold with planning permission on.

Cllr M Iliff said that this had been tried in Alderton and it was not successful.

Cllr P Smith commented that a lot of money and time had already been invested in this project; protecting the parish is important.

Judith Golder (Treasurer) asked permission to speak. The Chairman gave permission.

Judith Golder stated that it is important that the residents of Orford appreciated that this land has been donated to enable as much money as possible be raised not just to protect their land but all properties in Orford.

Cllr J Howard asked if the PC had given approval or permission of this.

Cllr M Golder said that we should state the reason why this land has been sold; to protect the village.

Cllr P Smith commented that the impact of 1 or 20 houses has already been considered by the SCDC.

It was agreed that the PC could provide their approval/disapproval when the planning application arrive from SCDC.

12.6 Tractor visit

Cllr M Golder reported that a group of tractor enthusiasts would be visiting the village with 40 tractors, and they may wish to use the recreation ground as a base for a lunch break.

Cllr I Thornton commented that this had already been agreed at the NOTT meeting and the tractors were to use the bottom half of the Quay Car Park.

Cllr A Macro reported that the use of the Car Park was a cost to the Tractor group; at the Riverside meeting the cost was mentioned therefore the idea of allowing them to use the recreation ground was suggested as an alternative and should be mentioned to them.

Cllr I Thornton said that if the Tractor group was unhappy with the cost, an email went around and agreed they should have it for free. This was something that should not have been discussed at a sub-committee. I understand that the Sports & Social Club had already been asked if they could open their facilities for the Tractor group. The idea of using the recreation ground should not have been offered as it was discussed at the NOTT meeting not the PC meeting.

Cllr R Mallett commented that he too had been told the Tractors were going to the recreation ground.

Cllr P Smith said that decisions should be made at meetings and not via emails.

Cllr M Golder asked if a decision could be made about the site for the Tractor group.

Cllr I Thornton suggested that the recreation ground would be churned up if the weather was bad.

Cllr P Smith proposed that the back half of the car park is used for the Tractor group free of charge; this was seconded by Cllr I Thornton and agreed by all.

Cllr M Golder and Cllr I Thornton agreed to arrange cones and signs the evening before the visit.

12.7 Quote to tighten the zip wire

Cllr M Golder reported that we had received 2 quotes for the tightening of the zip wire; the first from Action Play & Leisure - £1,018, and the second from NGF Play - £498. The

company that supplied the zip wire no longer exist.
It was agreed by all to accept the quote from NGF Play.
Clerk to contact NGF Play.

12.8 Recreation ground track quote

Cllr M Golder said that 2 quotes had been received to repair the recreation ground track; the first from D Worne - £1,850, and the second from Kerway - £3,220.

Cllr M Smy commented that the Sports & Social Club would be will to donate some money towards the repair, although he was unsure of how much at the moment.

Cllr I Thornton said that the Sports & Social Club had discussed the possibility of a fund raising event to contribute towards the cost.

Cllr M Iliff suggested that we ask the Tennis Club if they may consider offering a donation towards the cost.

It was agreed by all to accept the quote from D Worne.

Clerk to contact D Worne and the Tennis Club.

12.9 VAS

Cllr A Macro reported that she was no longer able to be responsible for the movement of the VAS.

Cllr I Thornton said that he would be prepared to move the VAS when needed.

12.10 Valuation of Figgs and Bus Shelter

Cllr M Golder said that the NOTT were about to have all their assets valued. The only two assets that the PC has are the bus shelter and Figgs shelter on the quay; these have not been valued for several years and therefore should we have them done at the same time.

It was agreed by all to have Bob Foulkes value the assets at the same time as the NOTT.

13. Correspondence

- **Orford General Stores**

Cllr M Golder read out an email from Sue Snowdon regarding the use of a gazebo over the fruit and vegetable outside the shop when the weather was hot or wet. This would be used during the day and removed in the evening. It is not on the village green and would be secured by weights.

The Councillors all agreed that the shop could use a pop up gazebo.

Clerk to contact Orford General Stores

14. Items for the next meeting

- 15. Date of next meeting: 14/06/17**
Annual Parish Meeting: 26/05/17

The meeting closed at 8.35pm

Signed:..... Chairman

Date:.....