

**ORFORD & GEDGRAVE PARISH COUNCIL**  
**The Town Hall, Market Hill, Orford, Woodbridge, Suffolk. IP12 2NZ**  
**Tel: 01394 459172**  
**E-mail: [orfordtownhall@btconnect.com](mailto:orfordtownhall@btconnect.com)**  
**Minutes of the 222<sup>nd</sup> meeting of Orford & Gedgrave Parish Council**  
**held on Wednesday 10<sup>th</sup> October 2018 at 7.00pm in the New Room of the Town Hall**

Present: Cllr Michelle Golder  
Cllr Richard Mallett  
Cllr Ian Thornton  
Cllr Jonnie Howard  
Cllr Peter Smith

Cllr Anne Macro  
Cllr Terence Loveridge  
Cllr Matthew Smy  
Cllr Derick Brenchley

In Attendance, Marie Backhouse (Clerk) & Judith Golder (Treasurer)

**Opening remarks**

**Public Forum**

There were 0 members of the public.

**MINUTES**

**1. Reports from Representatives**

1. County Councillor Andrew Reid.  
Apologies sent, and a report was presented.
2. District Councillor Ray Herring  
Absent and no report received.

**2. Apologies for absence:**

Cllr J Robinson

**3. Declarations of interest:**

Cllr Smith – tree in Quay Street

**4. Applications for dispensation:**

None

**5. It was unanimously agreed that the minutes of the 221<sup>st</sup> Parish Council Meeting held on Wednesday 12<sup>th</sup> September 2018 be accepted as a true record.**

**6. Matters arising from the 221<sup>st</sup> Parish Council Meeting held on 12<sup>th</sup> September 2018.**

None

**7. Finance**

7.1 The Council received, noted and approved the cheques and balances from 1<sup>st</sup> September – 30<sup>th</sup> September 2018.

7.2 The Council received and agreed the Quarterly Accounts from July to September 2018

7.3 External Audit Report

The Treasurer reported that both the internal and external audits had now been completed. There were a couple of items that needed to be addressed, one of which was to adopt the General Power of Competence which the Council undertook to do at the meeting in July; we must also advertise a Register of Interest or a link to the register on the website; and the invoices should be authorised and signed by 2 people. The internal audit was quite a lengthy process which made it difficult for us to send the paperwork to the external auditors on schedule. The Treasurer asked if it would be possible for her to find alternative internal

auditors. SALC do offer the facility but it is at a higher cost. The Councillors agreed to allow the possibility of alternative internal auditors to be examined.

Cllr Smy arrived 7.10pm

## **8. Planning**

### **DC/18/3950/LBC & 3949/FUL – 114 Church Street, Orford**

This was a request for the refurbishment to Grade 11 Listed Building in Conservation Area. Cllr Howard said that this application wished to place a new wood burner in the sitting room, with a new conservatory on the back. The conservatory is to be made from wood. The Councillors had no objection to this proposal but commented that the skip etc should be placed to the back of the property causing minimal disruption to the highway.

### **Other notifications:**

The renovation work on Orford Castle has been permitted.

## **9. Parish Council Business: -**

### **(1) Quay Street Trees**

Cllr Golder reported that another email had been received concerning the Oak trees in Quay Street. It was agreed by the Councillors that the Clerk should respond to this email stating that many meetings had taken place concerning the trees with both verbal and written reports. A vote was taken at the last PC meeting that the trees should remain in place.

A reply was also sent to the resident concerning the Lime tree which stated that the cost would be theirs, but no reply has been received as to whether they will pay to have the roots on their property removed.

### **(2) Dog Fouling Bins**

The Clerk reported that she had met with a representative from Norse. As the Council required 2 Fido bins, one in the Town Farm Estate area and one in the Doctors Drift area. The representative suggested that we place one on the bridleway between Town Farm estate and Peacocks Pyghtle; and the other bin on the corner of Doctors Drift. These would be placed on site before the end of the month.

It had also been reported that two of the other dog fouling bins had broken handles. Clerk to organise fixing these.

### **(3) Parking**

Cllr Golder said that she had met with Alistair Turk (Enforcement office). Many ideas were discussed as to how the parking could be improved in the village, as well as the flow of traffic. A couple of the ideas were a one-way system, so that cars entered the village down Front Street and left via Munday's Lane; another idea was to have a roundabout at the edge of the Market Square near the Kings Head.

Cllr Smith said that they had also discussed the possibility of placing a time limit on the Market Square of 2 hours. This would be enforced, and the residents would receive a permit to allow them to park for longer.

Cllr Golder said that moving traffic is important, this could mean that businesses need to move their staff cars elsewhere to park.

Cllr Smith said that the on-road parking in Quay Street should be addressed, and the new scheme would enforce the parking payments in the car park. The double yellow lines outside the shop would also be enforced to discourage parking on them. We would need to discuss this further and consult with the village to see what their opinion is.

Cllr Golder commented that in the car park 80% of the money taken in fines will be returned to NOTT; but the enforcement needs to be all over the village for this to work effectively. The Enforcement Office has been asked for figures so that the PC may consider them. The Market Square would be the best place to start the new scheme.

### **(4) Beach/Foreshore clean up**

It was agreed by the Councillors to pass this item to the NOTT for their meeting next week.

Cllr Howard left the meeting at 7.34pm.

#### **(5) Figg's Shelter**

Cllr Golder reported that an idea had been suggested to use the back of Figg's Shelter to place memorial plaques on. This would be an alternative to additional benches with plaques. The shelter does need some tidying up first, a few slats of wood need replacing also another coat of paint.

It was agreed by all the Councillors to gain some quotes and have this area tidied up so that plaques may be applied to the back wall.

#### **(6) Hire of recreation ground for wedding marquee**

Cllr Macro said that she and the Clerk had met with the couple that are hoping to use the recreation ground on the 1<sup>st</sup> June 2019 as a site for their wedding marquee. The couple were told that the marquee would be their responsibility 24/7; it is a public area that cannot be closed to anyone; the rubbish would be theirs therefore it would need to be removed after the event. The couple said that they have permission to use the recreation hut to have the caterers in, and to use the facilities. They are hoping to place the marquee between the tennis courts and the children's play area so that it is near the facilities. Parking was mentioned, and the couple agreed to contact the NOTT for parking permits for the Quay car park.

Cllr Smith said that he was concerned that there may be glass left over the recreation ground.

Cllr Golder said it would be their responsibility to tidy it away, but they would be making a £200 deposit which would be used if the Council had to employ someone to tidy the area.

Cllr Macro suggested that the rates for hiring the area should be increased.

Cllr Thornton suggested that the rates could be increased by 10% on the 31/12/18; although it would be difficult to increase the rates for this wedding as they have already received the paperwork.

**Clerk to contact the wedding couple, list all the concerns and comments made by the Councillors.**

#### **(7) Play Equipment Inspection**

Cllr Golder reported that the annual inspection report had been received for the recreation ground play equipment. This year the report was good with only a couple of issues to be addressed; the small gates to the play area and Postman Pats steering wheel is loose and needs tightening.

#### **(8) Remembrance Day**

Cllr Golder said that on Sunday 11<sup>th</sup> November 2018 at 7pm the beacon would be lit on the Knoll. The Clerk has organised for a bugler to play the last post. It has also been suggested that a knitted poppy should be placed on a cane or in the tree, one for each of the soldiers that died in the First & Second World Wars.

Cllr Brenchley was asked if he would take some photographs of the event.

The Clerk commented that there was a poem that has been suggested should be read during the event. Cllr Thornton said that he knew of someone that may undertake the reading of the poem.

Cllr Mallett was asked to complete a risk assessment on the beacon.

Clerk to contact Rev Murdoch to ask whether he would like to say something at the event.

## **10. Correspondence**

- **Member of the Public**

Cllr M Golder commented that a slip of paper had been passed to the Council at the last meeting, with a question on for consideration by the Councillors. The question was concerning affordable housing within the village.

This question had been answered by the briefing ahead of the last meeting.

**11. Items for next meeting:**  
Apologies from Cllr Smith and Cllr Thornton

**12. Date of next meeting: 14/11/18 at 7.00pm**

**Meeting closed at 19.56.**

**Signed** \_\_\_\_\_ **(Chairman)**      **Date** \_\_\_\_\_