

**ORFORD & GEDGRAVE PARISH COUNCIL**  
**The Town Hall, Market Hill, Orford, Woodbridge, Suffolk. IP12 2NZ**  
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**Minutes of the 243<sup>rd</sup> virtual meeting of Orford & Gedgrave Parish Council**  
**held on Wednesday 14<sup>th</sup> October 2020 at 7.00pm.**

Present: Cllr Anne Macro  
Cllr Richard Mallett  
Cllr Peter Smith  
Cllr Craig Ambury  
Cllr Frances Barnwell  
Cllr Margaret Green

Cllr Jonnie Howard  
Cllr Mary Iliff  
Cllr Scott Backhouse  
Cllr Gary Wingrove  
Cllr Matthew Smy

In Attendance, Marie Backhouse (Clerk), Judith Golder (Treasurer) and 1 member of the public.

**Opening remarks**

**MINUTES**

**1. Reports from Representatives**

1. County Councillor Andrew Reid.  
Written report submitted.
2. District Councillor Ray Herring  
Absent and no report received.

**2. Apologies for absence:**

Cllr I Thornton

**3. Acceptance of Apologies**

The Councillors all agreed to accept the apology.

**4. Declarations of interest:**

None

**5. Applications for dispensation:**

None

**6. It was agreed that the minutes of the 242<sup>nd</sup> Parish Council (PC) meeting held on the 9<sup>th</sup> September 2020 should be amended and represented at the next PC meeting in October.**

Cllr Iliff recommended the following amendments, item 6 need to add 'be accepted as a true record', and item 11.4 add 'it was agreed not to take any further action'.

**7. Matters arising from the 242<sup>nd</sup> Parish Council meeting held on the 9<sup>th</sup> September 2020.**

Items are included in the agenda under PC business.

**8. Contributions by members of the public.**

A member of the public informed the PC that the planning application to be discussed, The Stables, Daphne Road, had been withdrawn following advice from the planning officer; listed building consent would be required for the removal of the brick wall, and there would not be enough privacy for 2 dwellings.

The Chair thanked the member of the public for attending.

### 1.1 County Councillor Andrew Reid.

Andrew Reid commented about a few items included within his report which had been circulated to all Councillors.

- £300,000 has been secured for the installation of electrical charging points for vehicles, if Orford could benefit from this fund, they should contact SCC. This funding is on a first come first served basis.
- The third crossing for Lowestoft called the Gull Wing Bridge, has been started.
- Sizewell C – SCC are unable to support this application, due to several items including the design and environment, road and rail split for transporting equipment. At the moment 60% of the materials are going to be transported by road, some of this should be transferred to the rail line.
- Railway line – SCC are working with Network Rail to produce a better rail service around Ely, Cambridgeshire.
- Boundary Commission – this is in the consultation stage and the PC has 10 weeks to comment on this. This will mean that there will be less District Councillors in this area, although Orford will remain in the Wilford group.

Andrew Reid left the meeting at 7.24pm.

It was agreed that the report from Andrew Reid should be circulated to the Trust Clerk for her information regarding the funding of the vehicle electrical points.

ACTION: Clerk to pass the report to the Trust Clerk.

## 9. Finance

9.1 The Council received, noted, and approved the cheques and balances from 1<sup>st</sup> September – 30<sup>th</sup> September 2020.

9.2 The Council received, noted and approved the Quarterly Accounts to the end of September 2020.

Cllr Howard asked what the £75 expenditure was in the recreation ground maintenance.

The Treasurer said that this was money spent to repair the lawnmower.

9.3 Office/Town Hall Invoice

Cllr Macro commented that the PC would be receiving the annual invoice from the NOTT for the rent etc of the office/new room. Would the PC consider asking for a reduction in the cost as a Zoom licence is now being purchased on a monthly basis, and no meetings are taking place in the Town Hall.

Cllr Iliff said that the PC has included this payment in its precept request, therefore the money has already been allocated.

After each Cllr commenting, it was agreed to pay the NOTT invoice and not to query the amount requested.

## 10. Planning

DC/20/3419/FUL – Brambles, Rectory Road, Orford, IP12 2NN

Permission requested for annex to Brambles.

Cllr Wingrove reported that he had looked through this application and he is concerned that this whole site will eventually be redeveloped.

It was agreed by all the Councillors that Cllr Wingrove would email a response to this application.

ACTION: Cllr Wingrove to email a response to the Clerk for submission to the ESC planning department.

DC/20/3121/FUL – The Stables, Daphne Road, Orford

Permission requested for the subdivision of site and conversion of Coach House to form one separate dwelling.

See comments in Item 8.

DC/20/3849/FUL & 3850/LBC – The Manor House, Market Hill, Orford, IP12 2LH

Permission requested for a proposed new boiler flue to discharge out through new extension roof.

Cllr Howard said that the builders and the planning officer will have suggested the site for the flue.

It was agreed by all the Councillors not to object to this proposal.

ACTION: Clerk to send response to ESC

DC/20/3860/FUL – 4 Toller close, Orford, IP12 2LR

Permission requested for a single storey rear extension onto existing single storey studio/shower structure along with change of use to domestic annex forming new habitable accommodation to be used by family members only.

Cllr Howard said that this development is out the back of the property. It should have no visual impact from the front.

It was agreed by all Councillors not to object to this proposal.

ACTION: Clerk to send response to ESC

DC/20/3905/FUL – 10 Castle Close, Orford, IP12 2LB

Permission requested for minor elevational alterations to east elevation.

It was agreed that Cllr Wingrove should look at the plans and then forward a response on behalf of the PC to the Clerk.

ACTION: Cllr Wingrove to forward response to the Clerk and the Clerk to send this onto ESC.

**Other notifications:**

Mill Close – Cllr Smith reported that this application is to go to the Planning Committee on the 27<sup>th</sup> October 2020.

**11. Parish Council Business: -**

**(1) Quiet Lanes update**

Cllr Barnwell reported that there is a fund of £235,000 to assist with the Quiet Lanes scheme. The PC will need to register their interest by the end of November, another letter with more details regarding registering, will be received ahead of this. There is no definite list of proposed lanes at the moment.

Cllr Macro asked if the PC were in agreement that Cllr Barnwell should continue to research the Quiet Lanes scheme. This was agreed by all.

ACTION: Cllr Barnwell to continue with research into the Quiet Lanes scheme, and to report back to the PC.

**(2) Community Speedwatch update**

The Clerk reported that she had received confirmation that all the application forms from people interested in running the Speed watch had arrived and been approved. The next step is for a group of 5 people to be trained in using the equipment.

**(3) Emergency Group**

Cllr Macro reported that a ‘zoom’ meeting has not taken place yet. As the Emergency Group is a working party of the PC, it would be an advantage to have 2 representees on the Group. At the moment Cllr Macro is the only Councillor.

Cllr Ambury volunteered to be the additional representative.

It was agreed by all that the two representatives would be Cllr Macro and Cllr Ambury.

ACTION: To arrange a suitable date for a ‘zoom’ meeting of the Emergency Group.

**(4) Tree, Daphne Road.**

The Clerk reported that an email had been received from the owners of a field in Daphne Road which has a Holm Oak growing over the fence into the field. Cllr Macro, Cllr Mallett and the Clerk had met with the owners to discuss a solution to the overgrown tree. Two tree surgeons have looked and quoted to undertake the work on the tree. The quotes were £150 and £894 (including VAT). It was agreed by a majority of the PC to accept the cheaper quote.

ACTION: Cllr Macro to inform the lower quote company that they may proceed with the work.

### **(5) Shop Frontage**

Cllr Smith reported that a meeting had taken place between Cllr Macro and Cllr Smith with the shop owner and the shop manager. Four issues of concern were discussed: Firstly: discarded fruit on the village green. It was felt that this should not be happening. In future a box of fruit will only be placed in the tree for the birds to try and reduce the amount the birds eat of the displayed produce. Secondly: the queues on the asphalt track was discussed. It was felt that this is difficult to change as it is due to the 2m Covid social distancing rule. There is no alternative in the present pandemic situation. The Shop is considering a barrier system to mitigate and improve the system. Thirdly: possible liability was discussed for the results of any accidents in the area of the shop's external; footprint. The owner of the shop will interrogate her insurers about this issue to clarify. Lastly the external footprint of the shop was discussed, the owner of the shop is reducing this footprint at the moment and will not use "green" village green in the future but she will need to use the asphalted areas as at present. At the moment the shop owner is considering an awning instead of the gazebo. During the winter, as is usual there will be a reduction of items outside the shop. though at present there appears to be an unusual increase in the number of tourists and therefore a greater demand in the village shop. A Cllr suggested that the PC should charge the shop a nominal amount for the use of the village green. Adverse possession has been mentioned. Cllr Barnwell said that adverse possession may arise where someone uses a piece of land for a period of years without the owner's permission.

Cllr Smith asked if the PC was satisfied with the outcome of the meeting and the need for regular meetings with the shop owner and manager. All the Councillors were in favour of the outcome and agreed that the Council and the village shop should work together in the future to the mutual benefit of the community.

**ACTION:** Regular meetings to take place with the shop owner or manager.

Cllr Howard asked if there was any update on the Garage. Cllr Smith said there was no further progress with the site. The need to tidy and possibly board the site has been discussed previously with the owner as the site is becoming increasingly dilapidated. but no one has been able to talk constructively about this with the owner to date. Cllr Smy said that it is the site owner's responsibility to keep it safe and secure. Some children have been seen in the fenced area. **ACTION:** Cllr Macro to give Cllr Howard the contact number for the garage owner and Cllr Howard to talk about the need to tidy the site and to ensure it is safe and secure.

### **(6) Planning white paper (7) Neighbourhood Plan**

Cllr Smith reported that he has now read the consultation paper. The village will be at risk of developments if this paper goes ahead. It is important that the PC reconsiders the need for a Neighbourhood Plan. The cost of producing a Neighbourhood Plan is a concern, but we need to ensure the PC mitigates the risk of developments.

Cllr Barnwell commented that the Neighbourhood Plans had been mentioned at a couple of meetings she had attended, if one was in place ESC would need to consider it when assessing a planning application. Although it is costly to undertake.

It was agreed by all that Cllr Smith, Cllr Howard and Cllr Barnwell should work together to research a Neighbourhood Plan.

The Treasurer commented that the PC are due to look at a budget for the next financial year, the Neighbourhood Plan cost could be considered.

**ACTION:** Cllr Smith, Cllr Howard and Cllr Barnwell to do some research into a Neighbourhood Plan. This should be placed as an item on the agenda for next month. An estimated cost should be sent to the Treasurer for consideration on the budget.

### **(8) Pump Street**

Cllr Macro said that there is no update on this.

### **(9) Play area safety inspection**

The Clerk summarised the main points of the inspection. The fence, kissing gate, bollards, Royal Mail Van, Roundabout, and Double Air Walker needed to be monitored. The matting needs covering under the zip wire, and the wet pour needs repairing.

ACTION: Clerk to meet with the Groundsman to discuss the inspection.

Cllr Macro to notify the fence supplier of the need to sort the bolts on the fence.

### **(10) Recreation Ground – dragon’s teeth**

The Clerk reported that a price had been sought to replace the dragon’s teeth on the recreation ground. It is around £250, with £25 delivery cost.

Andrew Reid had offered to assist with the cost, the PC agreed for the Clerk to contact him with the cost. In July 2019 it was agreed that the Groundsman would replace these.

ACTION: The Clerk to contact Andrew Reid about funding for the dragon’s teeth.

### **(11) Climbing dome**

Cllr Macro read out a document that she had written relating to the Climbing Dome.

*‘When I was asked to come back as Chairman, I had a meeting with the Clerk to see if there was anything that I needed to do or carry on. I was told that the previous Chair had started to get quotes to replace the fencing around the Play-area. I then spoke to the Treasurer and was told that as the PC had spent very little, and if I wanted to carry on and purchase the fence there was money available.*

*I then received an email from a play equipment company with their sale items included. This was forwarded to the Clerk, after discussions we decided to look into a Climbing Dome. I again spoke to the Treasurer, I told her I would do my very best to get donations or grants to cover as much as possible but, if needed, how much did she feel we could put towards this. I was told up to but no more than £3000.*

*The Clerk then wrote to six charities/businesses, we have heard from three and expect to hear from the rest any time soon, then we can approach Suffolk Community Fund for a top up grant of up to £2000. It is only then we need to decide, if we need to top up or if we want to top up.*

*At no time has any PC money been allocated to the Dome and we have at no time placed an order.’*

There are two options regarding the climbing dome, either the PC continues to fund it externally or the funds that have been received are returned.

7 Councillors said that the PC should continue to source the funding for the climbing dome as so much work has already been put into this.

Cllr Smy said that the Cllrs should be aware of all the advice that the Treasurer gives regarding the finances, and then it gives the Cllrs all the options that are available to them.

Cllr Iliff reported that the Climbing Dome was placed in the Village Voice before it went to a PC meeting to be voted on.

Cllr Macro apologised for this, and reiterated that she was not going to spend any PC money on the climbing dome, she hopes to fund it all with funding from external sources.

Cllr Smith said that there appears to be 2 issues, the first is the need for total transparency, and the second is the funding for the Traffic Management and the dome. The traffic management should have a fund to help with costs that may be incurred in the future. The Market Hill is particularly bad for parking issues.

The Treasurer suggested that there is a separate designated fund for the Traffic Management, which may be added to each year. This was agreed by all the Councillors.

ACTION: A designated fund to be set up for Traffic Management.

### **(12) Re adoption of policies.**

It was agreed by all the Council to re-adopt the Data Protection Risk Assessment, Data Protection Statement, Subject Access Policy and Subject Access Request.

### **(13) Sizewell C**

Cllr Smith reported that the PC was now registered to comment on the Sizewell C development.

### **(14) Internal & External Audit**

The Clerk reported that the internal audit report comments include; detailed list of payments to be included on the website with the minutes; when adopting the General Power of Competence the reasons for this should be noted in the minutes, for example qualified Clerk and number of elected Councillors; ensure the internal control statement includes a full audit trail from authorisation of invoice to payment; ensure budget discussions properly assess the amount spent in the previous years, assess level of income, provide for contingencies and consider the need for reserves.

The External Audit recommends budgeting controls and risk management. It has been discussed that we should agree payments to be made not payments that have been made.

The Treasurer commented that Cllr Smith was going to undertake looking through the financial paperwork using the internal control statement. Due to Covid restrictions this has not taken place.

**ACTION:** Cllr Smith and the Treasurer to meet socially distanced in the Town Hall to begin going through the internal control statement.

### **(15) Draft Minutes**

The Clerk said that the draft minutes had been placed in the noticeboard for some time. This was a result of a comment made by a resident, who said if the PC meets in November it would be January before the village were aware of what had been discussed and any decisions. At the time it was agreed for draft minutes to be placed in the noticeboard, clearly marked draft. After some discussion it was agreed that only minutes approved at a Full Council meeting would be displayed in the noticeboard.

**ACTION:** Clerk to place agreed/approved minutes in the noticeboard, after each meeting.

### **(16) Traffic management**

Cllr Smith suggested that a separate account did not need to be opened for the funding, but it could be a designated pot of money.

Cllr Barnwell asked what the PC are looking at, what do they suggest needs doing. Would SCC Highways undertake some of the cost and work.

Cllr Smith said that Andrew Reid would undertake some of the cost, but many villages have a Traffic Management Plan. The Traffic Management group would provide informed information to the PC. In July 2018 a letter was sent to David Stiff and this included some recommendations. Some of this work has already been completed, re-lining some of the village.

Cllr Mallett commented that the parking at the school is dreadful, and someone almost got run over.

The Treasurer said that in Munday's Lane the pavement has become part of the road when vehicles need to pass each other.

Cllr Ambury proposed that there is a Traffic Management Group, this was seconded by Cllr Smith and agreed by all.

**ACTION:** The Traffic Management Group (Cllr Smith, Cllr Howard and Cllr Backhouse) to meet and begin to look at a plan for the village. This plan should then be fed back to the PC.

### **(17) Adobe Acrobat Pro**

The Clerk reported that she has spoken to the other Councils she works for about the software. This would enable the Clerk to change a PDF document to an accessible document to place on the website. The cost for this is £180 per year, shared three ways this would be £60 each. Cllr Howard proposed that the Clerk has the software, this was seconded by Cllr Smith and agreed by all.

**ACTION:** Clerk to organise the Adobe Acrobat Software.

Christmas Tree – Cllr Macro asked if the PC would still like to purchase a Christmas Tree for the village green near the shop. This was agreed by all the Councillors.

**12. Correspondence**

**Resident – Parking on the Market Square** – Cllr Macro reported that this was a letter concerning the parking on the square. It stated that as a resident he would be affected if the parking on the square was restricted, as would the staff of the shop etc.

**13. Items for next meeting:**

Mill Close, Dragon's Teeth, Neighbourhood Plan, Traffic Management Plan, Budget

**14. Date of next meeting: 18 November 2020 7pm.**

**Meeting closed at 9.00pm.**

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