

**ORFORD & GEDGRAVE PARISH COUNCIL**  
**The Town Hall, Market Hill, Orford, Woodbridge, Suffolk. IP12 2NZ**  
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**Minutes of the 251<sup>st</sup> meeting of Orford & Gedgrave Parish Council**  
**held on Wednesday 14<sup>th</sup> July 2021 at 7.00pm in the Main Hall of the Town Hall.**

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

Cllr Mary Iliff  
Cllr Jonnie Howard  
Cllr Gary Wingrove  
Cllr Ian Thornton

In Attendance, Marie Backhouse (Clerk), Judith Golder (Treasurer) and 0 members of the public.

### **Opening remarks**

## **MINUTES**

### **1. Reports from Representatives**

#### **1. County Councillor Andrew Reid.**

Andrew Reid submitted a written report and summarised a few points. Suffolk County council is undergoing an independent review relating to the SEN and Disability Team. There have been anonymous reports into the lack of care within these areas. Lincolnshire County Council is completing the review.

The adult care team are rolling out a new initiative with care phones to allow direct communication with the carers. There is to be a further series of products which allows carers to know when a client has moved in their home or boiled a kettle.

There is a lapel badge that encourages people to get the Covid vaccinations. It is also recommended that in some areas people under 2 lateral flow tests a week. There is a surge in cases of the new variant, which is heading this way. There may be a possible booster vaccination in the Autumn.

Traffic management, Andrew Reid is running this as a County Council project.

Cllr Smith thanked Andrew Reid for taking the Traffic Management of the village to the County level.

Andrew Reid left the meeting at 7.10pm.

#### **2. District Councillor Ray Herring**

Ray Herring gave a verbal report.

Restricting parking in the village displaces cars. On Saturday afternoon when he visited the village the car park was getting very full. As the village becomes more popular, where are the cars going to park. The PC must be conscious of the cost of the traffic management, the cost structures are higher at County level than District level. Parking regulations are changed by County.

Cllr Smith commented that to change the parking restriction times on the single yellow lines was to cost £26,000, this is a traffic regulation order.

Cllr Thornton commented that the NOTT enforces the parking on the car park, and the car park has not been totally full yet.

Ray Herring said that the Alde & Ore is a difficult and complex situation with many people trying to sort it.

There is a gradual return to the office for the staff at the East Suffolk Council, the spacing of the desks etc will not allow the return of all staff. Productivity will improve.

The Daphne Road planning application has been approved. As this is in a AONB area the swimming pool and the extension required an application.

**2. Apologies for absence:**

Cllr M Smy, Cllr C Ambury and Cllr S Backhouse

**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 250<sup>th</sup> Parish Council (PC) meeting held on the 9<sup>th</sup> June 2021 be accepted as a true record of the meeting.**

**7. Matters arising from the 250<sup>th</sup> Parish Council meeting held on the 9<sup>th</sup> June 2021.**

7.1 Village Green Parking – The Clerk accepted the quote for the signs, and these are waiting to be placed onto poles for placement in the areas of village greens.

7.2 Traffic Management – The Clerk confirmed that an email had been sent to Andrew Reid regarding the funding for the traffic management proposals.

Cllr Smith reported that the budget consisted of £17,500, £10,000 of this coming from the PC. The SCC have given an extra £8,000 towards a pathway link across the village pond area. This is not deemed a necessary expenditure at the moment. Now the traffic management is to be County level priority and organised through the county budget.

Cllr Howard recommended that a double yellow line is placed in Quay Street outside Pinney's shop, and the other side of the road to prevent parking on the entrance to the Quay.

Cllr Smith said that the proposals for the village included a single yellow line on Castle Hill to Gedgrave Road; double yellow in Munday's Lane where single yellow currently are; Quay Street junction double yellow lines; Pump Street – north side to stop parking and the double yellows outside Pinney's shop.

Cllr Iliff arrived at 7.20pm.

Cllr Green commented that the parking near Chantry Farm on the corner of Broad Street can be dangerous.

Cllr Smith said that it is important to have the road markings on the square repainted. SCC has recommended that some of the parking bays on the Market Hill are changed to be timed to 30 minutes, no return in 2 hours. This would be enforced by ESC.

Ray Herring arrived at 7.25pm.

Cllr Macro asked if 30 minutes is long enough for people to queue at a shop and return to their vehicle.

Cllr Smith said this could be changed to 1 hour, it will mean more signage. There are 24 spaces on the Square. The village does need more parking spaces for people visiting the shop.

Cllr Thornton suggested that this could be done as a trial, but where are the staff of the shops and hotel expected to park.

Cllr Smith asked what other solutions there are for Market Square.

Cllr Wingrove said that this would need to be enforced otherwise it would not be effective.

Cllr Barnwell said that there is an advantage in trialling this, there is a car park near the Quay for daily parking.

Cllr Smith said that the PC needs to work on traffic flow.

Ray Herring commented that there is no perfect fix for vehicles parking in the village. The centre of the village and the viability of the shops and pubs etc is important. The 30 minute

slots in Woodbridge work very well. No village that has placed 30-minute restrictions on parking areas have had them removed.

Cllr Smith said that the PC would move forward with 6 bays with 30-minute restrictions on the square.

Cllr Thornton said that if it is well policed, people will abide.

ACTION: Clerk to notify Highways of PC decision.

7.3 Skip on Village Green – Cllr Macro reported that she has spoken to the owners of the property in Quay Street and they have agreed to place the skip to the rear of the property, not on the village green or the road.

7.4 Funding for the village feast band – The Clerk confirmed that she had emailed the NOTT Clerk, and after discussion at the NOTT meeting it was agreed that the funding would be found for the band.

Cllr Macro thanked the NOTT Chairman for the funding for the band.

7.5 Paper bins – The Clerk confirmed that contact had been made with Bolton Bins and Norse regarding a paper bin down in the Quay car park, but neither company offers this facility at the moment.

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

None

## **9. Finance**

9.1 The Council received, noted, and approved the authorisation for payment sheet. Expenditure as follows: A Golder (reimbursement for petrol for lawn mower and strimmer) - £23.42, M Backhouse (reimbursement for footplates for gym equipment) - £20.34, Leiston Press (no parking signs) - £78.00, M Backhouse (TENS licences) - £42.00 Total £163.76. Also, the staff wages of £1134.12.

9.2 Quarterly Accounts – The Council received and noted the quarterly accounts to the end of June 2021. There are two large expenditures on the accounts the climbing dome which was funded partly by a anonymous donation and £1,450 from the PC; and the village pump area which was totally funded by donations from the Flower show and Orford General Stores.

9.3 Internal Audit – The Clerk reported that there were a few comments regarding the authorisation of invoices, ensuring they have been signed by signatories. A list of payments should be placed with the minutes, which the Clerk has been writing the expenditure in the minutes. Ensure the names of those authorising payments online are noted with the invoices. Ensure that both the internal and external audits are discussed and comments adhered to by full Council.

The Treasurer reported that some of the invoices had not been signed due to the Covid restrictions, but she would arrange for the invoices to be signed at the full Council meetings.

ACTION: PC to implement changes following recommendations from the internal auditor.

## **10. Planning**

DC/21/2954/LBC – Hill House, Market Hill, Orford, IP12 2LQ

Listed building consent – removal and replacement of rotten windows and warped double doors to rear of elevation.

The Parish Council had no objection to this proposal.

ACTION: Clerk to notify ESC of the PC's decision.

### **Other notifications:**

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

### **(1) Quiet Lanes.**

Cllr Barnwell commented that Orford was in the final stage of sorting the agreed Quiet Lanes. The June Village Voice stated the outline timings. The 2<sup>nd</sup> August is the deadline for the PC to decide whether it wishes to register Mill Broadway, Ferry Road, Bullockshed Lane, Raydon Lane and Gedgrave Road as Quiet Lanes. The scheme is designed to raise awareness of other road users, and make people aware of the safety of others.

Cllr Green commented that she does a lot of walking round the village and Gedgrave Road is very busy, with a lot of vehicles. The scheme signs have a picture of walkers, cyclists and horse riders.

Cllr Barnwell commented that a lot of the delivery drivers are not aware of the area, walkers and cyclists.

The Treasurer commented that many of the Quiet Lanes have alternative routes, Bullockshed Lane, Raydon Lane and Gedgrave Road do not.

Cllr Barnwell said that the roads put forward have been agreed by the Highways department as suitable for the scheme. There is no apparent cost for the PC, this will all be funded.

Cllr Thornton asked if the roads could be considered individually.

Cllr Barnwell suggested that a decision needed to be made ahead of the 2<sup>nd</sup> August taking into consideration the two pieces of correspondence received from residents.

Cllr Barnwell proposed that the lanes mentioned and agreed by Highways be submitted for registration under the Quiet Lanes Scheme. This was seconded by Cllr Howard.

Cllr Macro asked for a vote to be taken regarding the proposal, 5 were in favour of adopting the lanes as Quiet Lanes, 3 were against the proposal and 1 abstained.

Cllr Macro said that if there was no cost to the PC then this proposal would be approved.

**ACTION:** Cllr Barnwell to check the cost implications to the PC ahead of approval of the proposal to the Quiet Lanes Scheme.

Cllr Macro thanked Cllr Barnwell for her work on this scheme.

## **(2) Festival of Suffolk June 2022/Queens Platinum Jubilee**

Cllr Macro suggested that the village holds a Street Party on the Market Square, on the Saturday afternoon. There could be a BBQ, Morris Dancers etc....

It was agreed that this would be discussed further at the next meeting.

**ACTION:** Place this item on further agendas.

## **(3) Re-adoption of the Suffolk Code of Conduct, Disciplinary Procedure, Grievance Procedure, Volunteer Policy, Equal Opportunities Policy, Data Breach Policy, Memorial Bench Policy and Statement of Internal Control.**

It was agreed by all to re-adopt the policies as listed above.

**ACTION:** Cllr Smith agreed to liaise with the Clerk and the Treasurer to complete the Internal Control Statement.

## **(4) Village Feast**

The Clerk reported that she had received a phone call from the licensing team, the Village Feast requires two licenses if there is a possibility that due to bad weather the event may need to be in the Town Hall. It was agreed by all to reimburse the Clerk for two licences.

Cllr Thornton and Cllr Mallett agreed to help with the preparations and tidying away for the village feast.

**ACTION:** Clerk to apply for a second TENS licence, and submit a Risk Assessment and Event Plan to the licensing team.

## **(5) Defibrillator**

Cllr Smith reported that the defibrillator on the Fire Station would be due for replacement. The life expectancy is 8-10 years. This defib was donated by the Co-op. The cost of a new defib is in the region of £1,500 - £1,700. A new defib should fit into the existing box.

Cllr Thornton suggested that the NOTT donate the money for a new defib, from the village fund.

## **(6) Hedges**

The Clerk reported that there had been several comments regarding the state of the overgrown hedges. Some of the overgrown hedges do not allow people to walk along the footpaths, they need to walk in the road. It was suggested that the PC writes a polite note/letter to the owners asking them to cut the hedges back.

**ACTION:** Cllr Barnwell to draft a letter to circulate to all Cllrs for comments and approval.

**12. Correspondence**

**Use of Recreation Ground for weddings x 2**

The first correspondence was received requesting the use of the recreation ground near to the hut for the placement of a gazebo. There are to be a small number of guests. The use of hay bales for seating is to be considered, but the PC felt this was a fire risk.

Cllr Barnwell commented that she was investigating the ownership of the recreation ground, the Recreation Ground Charity are involved with the hut, and the PC is the custodian trustee. The NOTT Clerk has a copy of the constitutional rules of the Charity committee. This issue needs a proper policy, with detail regarding Health & Safety issues and insurance cover.

It was agreed to discuss the second request for the use of the recreation ground for a wedding in a small PC meeting after the NOTT meeting next Wednesday, as the request is from a Councillor who is related to the Clerk.

**Country Market Beach Flag**

Cllr Macro commented that this is no longer required.

**13. Items for next meeting:**

Alde & Ore, Traffic Management, Festival of Suffolk,

**14. Date of next meeting: 14 July 2021 7pm.**

**Meeting closed at 8.55pm.**

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