

ORFORD & GEDGRAVE PARISH COUNCIL

The Town Hall, Market Hill, Orford, Woodbridge, Suffolk. IP12 2NZ

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**Minutes of the 264th meeting of Orford & Gedgrave Parish Council
held on Wednesday 11th January 2023 at 7.00pm in the New Room of the Town Hall.**

Present: Cllr Anne Macro
Cllr Richard Mallett
Cllr Gary Wingrove
Cllr Margaret Green
Cllr Ian Thornton
Cllr Nigel Addy

Cllr Peter Smith
Cllr Craig Ambury
Cllr Mary Iliff
Cllr Jonnie Howard
Cllr Karen King

In Attendance 0 members of the public.

Opening remarks

MINUTES

1. Reports from Representatives

1. County Councillor Andrew Reid.
Written report submitted and apologies sent.
2. District Councillor Ray Herring
No written report submitted.

2. Apologies for absence:

Andrew Reid

3. Acceptance of Apologies

The Councillors all agreed to accept the apologies.

4. Declarations of interest:

None

5. Applications for dispensation:

None

6. It was agreed that the minutes of the 263rd Parish Council (PC) meeting held on the 9th November 2022 and the 98th F&GP meeting held on the 16th December 2022 be accepted as a true record of the meeting.

7. Matters arising from the 263rd Parish Council meeting held on the 9th November 2022.

7.1 15 Ferry Road – Cllr Macro reported that correspondence had been sent between Flagship and the PC, the PC is requesting a face-to-face meeting to discuss the way forward.

7.2 Figg's Shelter – Cllr Smith commented that the work to make safe the roof on the shelter had been completed.

Cllr Macro said that signs saying 'Please mind your head' have been erected on the front of the shelter.

Cllr Smith asked if the splintered part of the seat in the shelter had been fixed, if it has not, should he contact the builder to replace the area of wood.

It was agreed by all that the builder should be asked to replace the splintered area of wood.

ACTION: Cllr Smith to ask the builder to repair the seat in the shelter.

7.3 CIL – Cllr Thornton said that in the previous minutes the possibility of registering and de-registering an area of village green had been mentioned.

Cllr Smith commented that there had been a new list of criteria for the CIL expenditure and this included items such as traffic calming, flood defences etc, but he had not seen the registering of village greens in the new lists.

Cllr Thornton asked if this item could be placed on the agenda for the next month, and could the Clerk investigate the CIL criteria for expenditure, also the cost to register or de-register an area of village green.

ACTION: To place item on the next agenda. Clerk to investigate CIL expenditure criteria and cost to register or de-register an area of village green.

8. Contributions by members of the public.

None

9. Finance

9.1 **Authorisation for payment sheet** – There are three payments to authorise Leiston Press (mind your head signs) - £45.60, Woodbridge Excelsior Band (Carol service (NOTT to reimburse)) - £100.00, NOTT (transfer of half the income from the ice cream tender) total £1145.60. There were also a couple of payments from December that had already been paid, Lloyds Builders (repairs to Figg's Shelter roof) - £412.20, Leiston Press (first set of signs) - £63.60, total £475.80.

Also, the staff wages of £897.52.

The payments were agreed by all.

9.2 **Quarterly accounts** – The Clerk reported that the expenditure is in line with the predictions. The bank accounts at the end of December show a total of £74,220.94. This includes CIL money, and some ear-marked funds for traffic calming/management.

The quarterly accounts were noted and agreed by all the Councillors.

9.3 **Staff wages** – The Clerk was asked to leave the room.

Cllr Macro informed the Council that at the F&GP meeting wages had been discussed and it was proposed that the Street Cleaners was increased to the advised national rate which is £10.42 per hour, it was also proposed that the Clerk would receive an increase of 5% per hour taking this to £13.04 per hour.

The salary proposals were agreed by all.

The Clerk re-entered the room.

9.4 **Draft budget 2023-24** – Cllr Macro reported that the F&GP committee had looked at the budget and the one that you have has been proposed.

Cllr Iliff proposed that the budget 2023-24 is accepted, this was seconded by Cllr Howard and agreed by all.

Cllr Thornton requested that the two amounts for Norse grass cutting are combined, he would also like clarification of the past two years income and expenditure. It is imperative that the income from donations/grants and the expenditure match. It was suggested that the Clerk meets with the previous Treasurer to discuss this and report to the Council at the next meeting.

ACTION: Clerk to arrange a meeting with the previous Treasurer.

9.5 **Precept** – Cllr King proposed that the Council requests a precept of £29,419 as stated on the agreed budget, Cllr Smith seconded this proposal, and it was agreed by all.

9.6 **Internal Auditor** – It was agreed by all to employ SALC to undertake the internal audit.

9.7 **Ice cream tender** – Cllr Macro informed the Council, that despite the Clerks effort via email and phone message, there had been no response from the current ice-cream provider. There is an outstanding amount owed for the pitch, what is the best way forward?

It was agreed by all that the Clerk writes a letter to the ice-cream provider stating that this is a final reminder for the outstanding fees owed and send this recorded delivery.

ACTION: Clerk to write a letter and post to the ice-cream provider, and send it recorded delivery.

10. Planning

Other notifications:

11. Parish Council Business: -

(1) Friends Garage Update

Cllr Smith reported that the current economics of the building industry have become quite difficult. At the moment there are at least three possibilities for the site 1) the owner does not proceed at present, other than selling the residential house site, 2) the developer withdraws, 3) The developer renegotiate/visits again the contracts with the owner.

Cllr Addy said that it would be difficult for the developer to cover both the affordable housing and the village shop.

Cllr Smith said that if the PC were to obtain the CIL money for the two affordable houses, ESC is very likely to insist that proposed residents are on a district wide housing needs list which ESC holds, which could mean the properties would not be available to local residents.

Cllr Addy commented that if the developer and the owner put together a planning application; the developer may argue that the site does not support any affordable housing. Viability discussions would need to take place.

Cllr Thornton commented that the PC instigated the Community Asset on the site, had this not of been in place, the whole site may have been housing. The question arises, do we wish to use the CIL for the affordable housing or the shop?

Cllr Smith commented that if the affordable housing is not any new development plan, the PC could still apply for the CIL funding. The CIL money was ear marked for affordable housing at the garage redevelopment site a year ago, but now we may have to re-apply for it. The CIL money could also be used for flood defences in this area, or traffic improvements. The PC needs to be prepared so that the money is not lost. The PC should talk to representatives from the CIL team and ESC to discover what they think CIL may be used for. Approximately £375,000 maybe available.

Cllr Thornton asked if the PC applies for the CIL fund to use on the shop development, there are no formal plans submitted yet.

Cllr Macro asked when a plan for the shop development may be available.

Cllr Smith said that the development is moving forward, and a planning application should be ready soon.

It was agreed by all that Cllr Macro should attend a meeting with the CIL team.

ACTION: Cllr Smith to pass on the contact details of the CIL team to Cllr Macro. Cllr Macro to arrange a meeting and attend with another member of the Council.

(2) Use of possible CIL money from North of Mill Close.

Please see item above.

Cllr Addy said that as the development North of Mill Close had no affordable housing, they would be required to pay Section 106 money and CIL funding. The developer of the garage site will pay CIL money.

Cllr Thornton commented that if the Community Asset was lifted, would the site move forward. It has been established that there will be no fuel pumps on the site; pay CIL instead of affordable housing.

It was agreed that Cllr Macro would attend a meeting with members of the CIL team to discuss the options available to the PC should they obtain the CIL money.

Cllr Thornton suggested that the NOTT, PC and the CIC should construct a statement to send to the residents to make them aware of the progress of the garage site.

(3) Alde & Ore update

Cllr Wingrove reported that the recent meeting of the Alde & Ore was postponed. There is to be a meeting at the end of the month.

(4) Re-adoption of the Financial Regulations, Grants Policy, Publication Scheme, and the Financial Risk Assessment.

The policies above were agreed by all the Council.

12. Correspondence

13. Items for next meeting:

Items included in the minutes,

14. Date of next meeting: 8th February 2023

Meeting closed at 8.14pm.

Signed _____ **(Chairman)** **Date** _____