

ORFORD & GEDGRAVE PARISH COUNCIL
The Town Hall, Market Hill, Orford, Woodbridge, Suffolk. IP12 2NZ
Tel: 01394 459172

E-mail: orfordtownhall@btconnect.com

**Minutes of the 266th meeting of Orford & Gedgrave Parish Council
held on Wednesday 8th March 2023 at 7.00pm in the New Room of the Town Hall.**

Present: Cllr Anne Macro
Cllr Richard Mallett
Cllr Nigel Addy
Cllr Karen King
Cllr Ian Thornton

Cllr Peter Smith
Cllr Craig Ambury
Cllr Mary Iliff
Cllr Margaret Green

In Attendance 0 members of the public.

Opening remarks

MINUTES

1. Reports from Representatives

1. County Councillor Andrew Reid.
Andrew Reid submitted a full written report to the PC and gave his apologies for this evening.
2. District Councillor Ray Herring
No report received.

2. Apologies for absence:
Cllr Wingrove and Cllr Howard.

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 265th Parish Council (PC) meeting held on the 8th February 2023 be accepted as a true record of the meeting.

Cllr Ambury arrived at 7.02pm.

- 7. Matters arising from the 265th Parish Council meeting held on the 8th February 2023.**
- 7.1 **15 Ferry Road** – Cllr Macro reported that some of the answers to questions raised at the meeting had been answered, but there was still some outstanding. When the full response has been received a report will be presented to the PC.
- 7.2 **Figg's Shelter** – Cllr Smith said that the work to repair the seat has been completed, the inside of the shelter could do with a repaint.

7.3 **CIL** – Cllr Macro suggested that this is placed on the agenda for the next item to agree the way forward with the expenditure on village greens.

ACTION: To place item on the next agenda for discussion and way forward.

7.4 **Ice Cream Tender** – Cllr Macro read out an email from the Ice Cream provider, the amount of profit made on the site did not cover the site fees.

After some discussion it was agreed to write and inform the current ice cream provider that their services are no longer required, but the outstanding amount should be paid at their earliest convenience. It was agreed to re-tender for the car park site, and as this belongs to the NOTT not the PC, it should be the NOTT who organises this. It was suggested that this should be discussed at the next NOTT meeting.

ACTION: Clerk to speak to NOTT Clerk to place item on NOTT agenda.

7.5 **Friends Garage Update** – Cllr Macro received a response from the CIL team, this concluded that to use the funds to purchase affordable housing would not be easy to justify, but it may be possible to use the funds to support a community shop.

Cllr Smith commented that this is a complex process to go through.

Cllr Macro commented that it would only be worth having the funds for affordable housing if the PC were able to organise the allocation of those houses.

ACTION: To investigate if the PC would be able to allocate the affordable houses should they be able to secure the CIL funding.

7.6 **Alde & Ore** – Carry over to the next meeting as Cllr Wingrove is absent.

ACTION: To place on the next agenda.

7.7 **Tractors** – The Clerk confirmed that emails had been sent to the contractors and landowners stating that large vehicles should travel through the village responsibly where there are large groups of pedestrians.

Cllr Iliff arrived at 7.14pm

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

None

9. **Finance**

9.1 **Authorisation for payment sheet** – There are four payments to authorise Clerk (postage reimbursement) - £6.35, Church (Annual donation for the clock maintenance) - £600, SALC (5 months payroll provision) £69. Tree Climber (tree maintenance on the recreation ground) £150, total £825.35.

Also, the staff wages of £897.52.

Most of the payments were approved apart from the donation to the Church. The Councillors thought this was a considerable sum to donate to the Church clock.

ACTION: Cllr Ambury to discuss the Clock with a church representative, and then respond to the full Council for approval at the next PC meeting.

9.2 **Asset Register** – The full Council noted and agreed the asset register.

Cllr Thornton queried the upkeep of Figg's Shelter as it is positioned on the Quay, it could be maintained by the NOTT, as it provides shelter to those who use the quay and the quay is the responsibility of the NOTT. It has been mentioned that the shelter needs repainting on the inside, this is something that the Quay Warden could undertake.

ACTION: Clerk to speak with the NOTT Clerk.

9.3 **Internal Control Statement** – The Clerk commented that this has normally been undertaken by the Treasurer and Cllr Smith. As the RFO was also the Clerk, would another Cllr be willing to undertake this task.

Cllr King said that she would be willing to go through the Internal Control Statement with the Clerk, and this would be undertaken on the 17th March.

It was agreed by all that the Clerk and Cllr King should complete the Internal Control Statement.

ACTION: Clerk to report any issues regarding the Internal Control Statement at the next meeting.

10. Planning

DC/23/0695/FUL – 7 Castle Close, Orford, IP12 2LB

Installation of Air Sourced Heat Pump (“ASHp”) with radiators.

It was agreed by the full Council not to object to this application.

DC/23/0780/FUL – Crinnis, Front Street, Orford IP12 2LN

Alterations and extensions.

It was agreed by the full Council not to object to this application.

Other notifications:

Initial Consultation on the Custom and Self-Build Housing Supplementary Planning Document – Cllr King reported that there was a questionnaire online if anyone wished to complete it.

11. Parish Council Business: -

1. King’s Coronation

Cllr Macro reported that the plans for the event are progressing well, there is to be live music, BBQ, Art & Craft table, Pony & Trap, etc. The NOTT and District Councillor Ray Herring have been approached for funding. There will also be a request for cakes for the refreshment stall.

2. Village Feast

Cllr Macro confirmed that the band and the bar has been booked for the village feast which is to take place in August. The Butcher will organise the hog roast. More chairs are required, and it has been suggested to approach the Church.

ACTION: Cllr Macro to approach the Church for the use of the Chairs.

3. Trees

The Clerk reported that she and Cllr Mallett had met with Falcon Saunders from ESC to look at the sites of the dead trees, this was on the corner of Broad Street, and the Knoll. Whilst walking between sites the other small trees were observed and it has been noted that there is some machinery damage to the trees, these trees may recover, but they will need to be monitored. The Jubilee tree on the knoll has died. It has been proposed that the Jubilee Tree be placed on the Quay Meadow. Falcon Saunders is to send a recommendation of suitable trees for each site. It is thought these should be planted between November and March.

Cllr Thornton suggested that the Jubilee Tree should be placed on the Village Green somewhere, and that the sponsors of the dead trees should be aware that their tree is being replaced.

ACTION: Tree recommendation to be brought to the next meeting, when received.

4. Traffic Management

Cllr Smith reported that two applications had been received by the PC for some additional double yellow lines. The first application was for some lines in Castle Lane, either side of the entrance to the back of the houses, it is very difficult to drive a vehicle out of that area, when the road is full of vehicles. The second was at the end of Ferry Road, where the bridleway is. The resident is concerned that an emergency vehicle would be unable to manoeuvre around the parked cars. Cllr Howard thought that both of these recommendations were a good idea, but it would depend on the cost.

It was agreed by all, those double yellow lines were not appropriate at this time.

ACTION: Cllr Smith, Cllr Howard and the Clerk to respond to the residents.

5. Election

The Clerk reported that the nomination forms were on the table should anyone wish to take them. The forms would require being hand delivered to the ESC by 4pm on the 4th April. The Clerk had an appointment to submit forms at ESC at 1.30pm on the 30th March. Any information required, please contact the Clerk.

6. Football Pitch

Cllr Macro commented that there had been some information circulated about possible funding for the football pitch. Is the PC interested in applying for some of the funding?

It was agreed by all that as the village has no football team at this time, this would not be worth applying for.

12. Correspondence

Barker Gotelee Solicitors – Cllr Macro read out an email regarding Broad Street village green area.

ACTION: It was agreed to respond with an email that stated the Village Green is registered and maintained by the Parish Council

OSLOF – The Clerk read out an email from OSLOF regarding the use of the recreation ground for the annual Easter Egg Hunt.

It was agreed by all that this should be permitted.

ACTION: Clerk to respond with permission for the Egg Hunt on the recreation ground.

Orford CEVAP School – The Clerk read out an email from the school regarding some overgrown trees onto the school area from the recreation ground. It was agreed that Cllr Macro should look at the area and contact Tree Climber for a quote.

ACTION: Clerk to contact the school and state Cllr Macro would be visiting to look at the site.

Open Gardens – The Clerk read out an email from the Open Gardens team regarding the placement of some advertising posters around the village.

It was agreed by all to allow the posters and signs to be erected a month in advance of the date of event.

ACTION: Clerk to notify the Open Gardens of the PC's permission for the posters and signs.

13. Items for next meeting:

Items included in the minutes,

14. Date of next meeting: 12th April 2023

Meeting closed at 8.23pm.

Signed _____ (Chairman) Date _____