

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

E-mail: [orfordtownhall@outlook.com](mailto:orfordtownhall@outlook.com)

**Minutes of the 283<sup>rd</sup> meeting of Orford & Gedgrave Parish Council**  
**held on Thursday 28<sup>th</sup> November 2024 at 7.00pm in the New Room of the Town Hall.**

Present: Cllr Anne Macro (Chair)	Cllr Gary Wingrove (Vice-Chair)
Cllr Margaret Green	Cllr Valerie Dunlop
Cllr Mary Iliff	Cllr Craig Ambury
Cllr Alec Greenwell	Cllr Nigel Addy
Cllr Jonnie Howard	Cllr Sheila Stoker
Cllr Ian Thornton	

In Attendance 0 members of the public and Marie Backhouse, Clerk/RFO.

**Opening remarks**

**MINUTES**

**1. Reports from Representatives**

1. County Councillor Andrew Reid.  
Andrew Reid submitted a written report and his apologies for this evening.
2. District Councillor Tim Wilson  
Tim Wilson submitted a written report and his apologies for this evening.

**2. Apologies for absence:**

Tim Wilson.

**3. Acceptance of Apologies**

The Councillors all agreed to accept the apology.

**4. Declarations of interest:**

Cllr Greenwell – planning application.  
Cllr Iliff – planning application.

**5. Applications for dispensation:**

None

**6. It was agreed by those that attended, that the minutes of the 282<sup>nd</sup> Parish Council (PC) meeting held on the 9<sup>th</sup> October 2024 be accepted as a true record of the meeting.**

**7. Matters arising from the 282<sup>nd</sup> Parish Council meeting held on the 9<sup>th</sup> October 2024.**

**7.1 Friends Garage Update** – Cllr Addy said that there appears to be 74 documents relating to the planning application for the site. There are more reports required.

Cllr Howard commented that the canopy over the front of the site may become unstable the longer it is before the work commences on the site. If the site was in current use as a garage, inspections would be taking place on the buildings, health and safety is a concern. It was agreed by all for the Clerk to contact the owner stating the health and safety concerns. ACTION: Clerk to write to the owner and state the health and safety concerns of the site.

**7.2 Alde & Ore** – Cllr Wingrove reported that a meeting took place at the end of October, Phase 1 is moving forward, this will be followed by rebudgeting. The design may be reconfigured. Phase 2, which is the area for that covers Orford, is ongoing.

Cllr Dunlop asked if it was possible to have the data from the water quality survey.

Cllr Wingrove said that the data may be obtained, as this survey was partly funded by the NOTT.

**ACTION:** Cllr Wingrove to obtain the details from the water quality survey and circulate to all for information.

7.07pm Cllr Iliff arrived.

**7.3 Road Signs** – Cllr Ambury commented that the information regarding the pond is still being chased. There have been no further comments regarding the new signage for the post in Broad Street.

**ACTION:** Cllr Ambury to monitor the progress of the sign in Broad Street and the information regarding the Pond near the School.

**7.4 Footpath in Quay Street** – Cllr Macro reported that contact had been made with Birketts Solicitors who state that they are able to assist with the queries over the Quay Street village green. Part of the village green may belong to Highways, or it may be that it is Highways and village green. The cost of the investigation work would be in the region of £1000, this would provide the PC with detailed information and may assist with the way forward.

Cllr Iliff asked if CIL funding could be used for this.

Cllr Macro said that CIL could not be used, but the PC does have a legal costs budget of £1000 so this money could be used.

Cllr Howard proposed that the PC employs Birketts to investigate the legal implications of the village green, this was agreed by the full Council.

**ACTION:** Clerk to inform Birketts of the PC decision.

**7.5 Village Project** – Cllr Ambury reported that the PC is still awaiting the relevant person from Highways to assess the pond.

Cllr Thornton commented that there is a note about contaminated water.

Cllr Ambury said that the water runs from the roads so it could be contaminated. The contractor who visited the site suggested that the water is pumped out, then cameras could be put down the gullies to assess the state of them. Taking the silt out may rectify the situation.

Cllr Macro said that the fact that the silt/water may be contaminated would add to the cost. Farmers are not interested in removing the water. It may be a need to wait until summer when the pond is dry.

Cllr Thornton said that people are able to do the work, but there is a need for Highways to give permission.

**ACTION:** It was agreed by the Council to wait for a response from Highways.

**7.6 Affordable Housing** – Cllr Wingrove reported that he attended an event at Lavenham relating to community led housing. He found it interesting how the process works with a completed site at the end of it. Lavenham PC said that there is a lot of work involved, and a working party would need to be responsible for applying for the funding etc. There is also a partnership with a housing association. There are some slides relating to the presentation given, and Cllr Wingrove will circulate these to the full Council. The recommendation to move this forward is to undertake a housing needs survey. The key to the process is to prove the need in the village.

Cllr Iliff said that the properties would need a S106 in place, this means that they would be for local people only, which may then cascade to neighbouring villages if the properties remained empty.

Cllr Howard asked how much the housing survey would cost.

Cllr Wingrove said that the next step in the process would be to work out the cost, by contacting Community Action Suffolk.

Cllr Howard said that in Peacocks Phyghtle, which is a similar community led housing scheme, some of the homeowners have extended the properties.

Cllr Iliff asked how the survey was completed for the Peacocks Phyghtle?

Cllr Howard responded that there is a clause in it that only residents of Orford may apply for a property. This may not be permitted now, as if there was someone who was shown as being needy, they may be given priority over a local person. The land near Peacocks Phyghtle could have a further 6 starter homes placed on it. The infrastructure is in place.

Cllr Thornton said that there should be a caveat on the properties that states they must not be extended.

Cllr Howard said he is not sure that this would be a clause that could be added to the properties.

Cllr Iliff asked if the responses received to a housing survey would be a true response to the needs of the village.

Cllr Stoker asked that could the survey include people who have moved from the village as there was no opportunity to remain here but are genuine local people.

Cllr Wingrove said that by completing the housing needs survey, it opens up funding opportunities and also any rural exception sites in the village would be accepted.

It was agreed to move forward by obtaining a cost of a housing needs survey.

**ACTION:** Clerk to contact Community Action Suffolk to obtain a cost for the housing needs survey.

**7.7 20's Plenty** – The Clerk reported that a response had been received from Andrew Reid, which was a response from the local Highways Engineer, this basically stated that in order for any changes to be made in speed limits, there would need to be evidence obtained of it being an issue.

Cllr Dunlop wondered if the 20mph zone near the school could be moved to provide a larger area of 20mph.

Cllr Thornton said that in order to do that, the 30mph limits would need to be moved. Can anyone just move a speed sign?

It was agreed for Cllr Ambury to contact the Highways Engineer to see if it is possible to move speed signs.

**ACTION:** Cllr Ambury to email the Highways Engineer to ask about moving speed limits.

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

None

## **9. Finance**

**9.1 Authorisation for payment sheet** – There are eight payments to authorise: M Backhouse (poppy wreath) - £29.49, Royal British Legion (donation) - £100.00, Church (annual donation) - £300.00, David Bracey Play Inspection (annual play equipment inspection) - £156.00, DB IT Support (assistance with Clerks Laptop) - £42.00, New Orford Town Trust (rent of Town Hall, 50% of website and the Village Voice) – £2209.00, Nelson Potter (new gates for recreation ground) - £402.02, J Backhouse (reimbursement for Christmas Tree Lights and Electric Box) - £92.97 Total £3331.48.

Also, the staff wages of £1048.84 per month for November and December.

Income – East Suffolk Council (CIL payment) £3885.96, Total £3885.96.

It was agreed by all the Councillors present to approve the payments.

**9.2 Use of CIL funding** – It was agreed that the two priorities for the CIL expenditure are the village pond and the pathway in Quay Street.

Cllr Greenwell asked if there could be some trees planted by the play area to provide some shading in the summer.

It was agreed to consider the tree planting.

**9.3 Draft Budget** – The Clerk reported that Cllr Macro, Cllr Wingrove and herself had met a couple of times to go through the budget. There was one significant increase and this is the NIC contributions that the PC will now incur, also the increase in the staff wages should this be approved. The other items have been increased slightly to allow for possible inflation

increases. The precept request was also considered, the advised amount that the PC may claim without showing a percentage increase to the homeowner, is significantly higher than expected due to the number of second homes in the village who will, from April, be required to pay an additional 100% on Council Tax. It was suggested that this additional income could be used to provide a passing place along Munday Lane. The additional income could be placed into the Traffic Management pot to allow this.

Cllr Addy suggested that if a TRO was obtained for Munday Lane this could be extended to other areas of the village if required.

All Councillors present approved the draft budget presented to them.

#### **9.4 Precept Request for 2025/26**

All the Councillors present agreed the outlined budget, and therefore to request a precept amount of £39,850.

### **10. Planning**

#### **DC/24/3645/FUL – 1 Richmond Farm Cottages, Gedgrave Road, Gedgrave, IP12 2BX**

Install conservatory to the rear of the property.

It was agreed by the full Council to make a comment of 'no objection' to this application.

#### **DC/24/3694/TCA – Street Tree, Quay Street, Orford (This has been approved)**

1no. Beech (T1 on plan) – Fell.

#### **DC/24/3966/FUL – The Stables, Daphne Road, Orford, IP12 2NH**

Part demolition, alterations and extension to dwelling house.

Cllr Addy commented that the look of the dwelling becomes contemporary. There is a large extension out the back which the neighbours have objected to. There is no concerns about the ground floor, but there are concerns about the height. This property is going to more than double in size, which is over development. A traffic management plan for the site should be requested.

Cllr Dunlop said that this is in a conservation area.

Cllr Green said that the front wall is listed.

It was agreed that Cllr Wingrove should write a response on behalf of the PC stating the concerns raised.

#### **DC/24/4066/FUL – Ferry Cottage, Quay Street, Orford, IP12 2NU**

Garage ridge level to be raised and existing storage area to become home office.

Cllr Addy commented that this property has had previous applications and one of those was withdrawn. This one is to create a home office.

It was agreed by the full Council to have no objections to this application.

#### **DC/24/4126/FUL – 3 Stone Cottage, Gedgrave Road, Gedgrave, IP12 2BX**

The de-conversion of 2x2 bedroom houses into a 4 bed single dwelling with new rear extension and associated alterations.

Cllr Addy said that some time ago this property was divided into 2, now it is to be a single 4 bed property.

It was agreed by the full Council to have no objections to this application.

ACTION: Clerk to inform East Suffolk Council of the Council's decision.

#### **Other notifications:**

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

- 1. Christmas Carol Service** - Cllr Macro said that the Carol Service around the tree is on the 18<sup>th</sup> December at 6.30pm.
- 2. Re-adoption of the Risk Assessment for the Litter Controller** – It was agreed by the full Council to re-adopt the above policy.
- 3. Open Spaces subscription** – Cllr Macro reported that following on from the Open Spaces training that she had undertaken, there had been the offer to subscribe to this company at a cost of £45. After some discussion it was agreed by the full Council not to subscribe.
- 4. Website** – Cllr Dunlop suggested that the Orford websites should be linked together.

Cllr Ambury said that the Orford Business Association is for businesses only. There is some community items on it but it does require updating. Businesses may pay a subscription for this.

Cllr Dunlop commented that the Sailing Club website is used. ESC has a marketing website where funding is available. It is important to make the website inclusive, and a link to Mecca could be included. Aldeburgh has a good website, and it is a benefit to the village.

Cllr Thornton asked if there could be a link from the Orford Business Association to the PC website.

ACTION: Cllr Ambury and the Clerk to look at ways of linking the OBA website and the PC website.

- 5. Community Partnership** – Cllr Dunlop reported that she had attended a meeting in October and there is to be another meeting in January. There were several items covered at the meeting: loneliness, wellbeing, transport and travel, health inequalities etc. There is a pot of funding which has around £5500 left. Some awards already given include a dementia group, Just 42 a youth group etc. CATS transport could undertake a survey to find the needs of the village.

Cllr Thornton asked if shopping trips could be organised using CATS.

Cllr Ambury commented that CATS is available to book now.

Cllr Macro thanked Cllr Dunlop for attending this meeting.

- 6. Recreation Ground** – The Clerk reported that the annual play inspection report had been completed. This did not show any significant issues with the play equipment. There are some benches to be repaired and some new wood required on the roundabout, these were items that the PC was aware of.
- 7. Dates of next year's meetings** – The Clerk handed out a paper with the dates of the meetings next year, this also included the dates of the NOTT meetings.
- 8. Update of the Clerks Contract** – Cllr Macro stated that the Clerks contract should have been amended when there was a change in her role. The amendment has included the title of the Responsible Financial Officer. This change was noted by the full Council.

Cllr Macro said that the Clerk had investigated the cost to have a small 'Emergency Preparedness Guide' printed. This was a z card already produced by Suffolk Prepared. The cost for this was £780. It was agreed by the full Council not to move this forward.

Cllr Dunlop queried the need for a 'Workplace assessment' to be completed for the staff working in the office.

Cllr Thornton stated that the office belongs to the NOTT and the PC rents the space, therefore the assessment should be completed by the NOTT.

**12. Correspondence**

- 13. Items for next meeting:**  
workplace assessment,

- 14. Date of next meeting: 8<sup>th</sup> January 2025.**

**Meeting closed at 8.20pm.**

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**Minutes of an IN CAMERA MEETING held on**  
**Thursday 28<sup>th</sup> November 2024 at 8.20pm in the New Room of the Town Hall**

**IN CAMERA**

**1. Staff Wages**

The Clerk informed the Councillors that as from April 2025 the National Minimum wage would be increased from £11.44 to £12.21. This is the hourly rate that the Litter Controller is paid.

The Clerks pay, as advised by NALC has been increased from £14.45 per hour to £15.08 per hour. This increase would take place from April 2025.

It was agreed by all the Councillors present to approve the recommended pay increases as from April 2025.

Meeting closed at 8.29pm.