

**ORFORD & GEDGRAVE PARISH COUNCIL**  
**The Town Hall, Market Hill, Orford, Woodbridge, Suffolk. IP12 2NZ**  
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**Minutes of the 285<sup>th</sup> meeting of Orford & Gedgrave Parish Council**  
**held on Wednesday 12<sup>th</sup> February 2025 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 Ian Thornton
Cllr Mary Iliff	Cllr Nigel Addy
Cllr Jonnie Howard	Cllr Sheila Stoker
Cllr Stuart Moss	Cllr Valerie Dunlop

In Attendance 0 members of the public.

**Presentation from Coastal Accessible Transport Scheme (CATS)**

The representative summarised the report that had been circulated to all the Councillors. There is a community car scheme designed to assist people with transport to hospital appointments etc. There is a need to inform the residents of what CATS are able to offer. They are part of the SCC community transport scheme which runs Tuesday, Wednesday and Thursday. The aim is to try and encourage people to use this service. Katch is a service that connects to Framlingham. Some villages have a GNS, but not all. The aim is to visit as many parishes as possible to inform them of the services available.

Cllr Stoker asked if a poster could be placed in the Village Voice, but this needs to be the information for Orford.

The representative explained that there are some triangular posters that could be placed around the village, these stand around lamp posts, they state Connecting Communities stop here.

Cllr Thornton said that the best way to inform residents is through the Village Voice, this is given to all households.

Cllr Dunlop said that the ESC is looking to increase their route services from Orford to possibly Saxmundham, but they are looking for drivers.

The representative stated that they have joined up with ESC to get volunteers to drive the community cars. There was about 900 trips to hospital last year which is proving to be a good service. The Katcha bus is a feeder for Campsea Ashe, and this service is trying to expand to other areas.

Cllr Dunlop commented that a trip to Saxmundham from Orford would give about 1 hour and 20 minutes shopping time and then return. This may appeal to some residents.

The representative stated that the more likely route to be offered is the one to Woodbridge.

It was agreed by all that the way forward would be to place some information in the Village Voice.

**Opening remarks**

**MINUTES**

**1. Reports from Representatives**

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

- 2. Apologies for absence:**  
Tim Wilson, Andrew Reid, Cllr Greenwell, Cllr Ambury and the Clerk.
- 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 by those that attended, that the minutes of the 284<sup>th</sup> Parish Council (PC) meeting held on the 8<sup>th</sup> January 2025 be accepted as a true record of the meeting.**  
Cllr Howard commented that Tim Wilson spoke about the road sweeper, Rectory Road needs to be cleared.  
Cllr Wingrove said that the road sweeper does Rectory Road once a year.  
Cllr Moss stated that the area outside the school is very messy also and the drains are blocked.  
ACTION: Clerk to notify Tim Wilson about the road clearing and the area outside the school.
- 7. Matters arising from the 284<sup>th</sup> Parish Council meeting held on the 8<sup>th</sup> January 2025.**
  - 7.1 Friends Garage Update** – Cllr Wingrove commented that the planning proposal is moving forward slowly. As soon as the planning permission and the S106 is approved, then the work will be starting. The S106 may take some time to be approved. The Seaforth House site is going back on the market in the spring.
  - 7.2 Alde & Ore** – Cllr Wingrove commented that there are no updates.
  - 7.3 Footpath in Quay Street** – Cllr Macro reported that a response has been received from Birketts. SCC holds the information regarding the extent of the Highways maintainable land in Quay Street. The cost of this information is £60 +VAT.  
Cllr Howard proposes that the payment is made to obtain this information. There are a lot of queries around this area of land beside the footpath and the road.  
Cllr Addy said that all Highways Departments hold this information about the sides of the roads.  
It was agreed to proceed with making the payment for the report of Quay Street.  
ACTION: Clerk to contact Birketts and request an invoice for the cost of the information from the Highways Department.
  - 7.4 Village Project** – Cllr Macro reported that this is ongoing as still waiting for a response from Highways.  
ACTION: It was agreed by the Council to wait for a response from Highways.
  - 7.5 Affordable Housing** – Cllr Wingrove reported that there was no update. When the Clerk returns there will be a compare of diaries to make a date in early March to arrange a meeting with a representative from CAS to discuss the housing survey and the way forward.  
ACTION: Cllr Wingrove to arrange a meeting with CAS in early March.
  - 7.6 Community Partnership** – Cllr Dunlop commented that she had circulated two reports from previous Community Partnership meetings. There are some funding pots that may be useful to the community, but these do require a follow-up to ensure that the money has been spent correctly.  
Cllr Iliff commented that with the CATS scheme, something similar was undertaken in the past, but this did finish as not enough people used it, this needs to be considered when moving this forward.
  - 7.7 Pre-payment Card** – Cllr Macro commented that there had been an update from the Clerk regarding a pre-payment card. The Unity Trust Bank operates a multipay card which is £50 to set up and £3 per month, not sure if there are any costs incurred to have a Post

Office pre-payment card. It seems a lot of money to pay out for something that may only be used once. Cllr Macro reported that for the odd occasion required, she is happy to pay and to be reimbursed.

It was agreed by all not to move forward with a pre-payment card or a multipay card for the Parish Council.

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

None

## **9. Finance**

**9.1 Authorisation for payment sheet** – There are three payments to authorise: East Suffolk Services (village green grass cutting and the recreation ground maintenance) - £3508.31, Melbek Technology Ltd (Annual Website Hosting) - £144, Unity Trust Bank (monthly charge) – £6.00, Total £3658.31.

Also, the staff wages of £1048.84 per month for January.

Income – Unity Trust Bank (reserve account interest) - £197.29, Unity Trust Bank (CIL account interest) - £555.08 Total £752.37.

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

**9.2 To note Quarterly Accounts and Bank Reconciliation to 31.12.24** – The Councillors noted both documents.

Cllr Moss commented that a lot is being spent on mole catching.

Cllr Macro reported that the mole catcher covers three areas.

Cllr Stoker said that there are a lot of mole hills on Quay Street.

Cllr Dunlop asked what the contingency costs are, as there is more outgoing than was placed in the budget.

Cllr Macro advised Cllr Dunlop to raise this question with the Clerk.

**ACTION:** Clerk to contact the mole catcher about Quay Street. Clerk to answer the question relating to the contingency pot on the quarterly account.

## **10. Planning**

### **DC/25/0151/FUL – Rowan Cottage, Bakers Lane, Orford, IP12 2LE**

Two storey rear extension, new window to front elevation and fitting photovoltaic panels to the roof.

Cllr Addy commented that there would be no change to the appearance of Bakers Lane.

Cllr Thornton commented that there is no vehicular access beyond the public toilets.

Cllr Addy said it would be important to mention the vehicular access in the report from the Parish Council.

It was agreed by all to have no objections to this proposal but a reference to the access in Bakers Lane should be mentioned.

**ACTION:** Cllr Addy to draft a response for ESC and pass to the Clerk for submission.

### **DC/25/0084/FUL – Green Lane House, Gedgrave Road, Orford, IP12 2NG**

Reconfigure entrance arrangement including addition of cladding and create separate entrance to annex. Single storey front extension with extended terrace above. First-floor front extension. Single-storey rear extension (following demolition of existing stores). Two storey rear extension (following demolition of pottery studio). Remove existing conservatory and install door and open glazed pergola on southwest (side) elevation. First-floor rear extension to annex. Remove access balcony and replacement of door with window on rear elevation. Remove roof mounted water tank and install tapered roof insulation. Replacement windows. Replacement fence to rear boundary.

Cllr Addy commented that this property is being updated and will have a similar appearance.

It was agreed by all to have no objection to this proposal.

**ACTION:** Cllr Addy to draft a response for ESC and pass to the Clerk for submission.

**DC/25/0195/TPO – 10 Castle Close, Orford, IP12 2LB**

1no. Holm Oak (T1 on plan) – Reduce by 6 metres all over and shape to leave a pollard at 4 metres.

It was agreed by all to have no objection to this proposal.

ACTION: Cllr Addy to draft a response for ESC and pass to the Clerk for submission.

**Other notifications:**

**11. Parish Council Business: -**

**1. Re-adoption of the Publication Scheme (with amendments), Village Green Policy, Gritting Policy and the Electronic Communications & Social Media Policy – Cllr**

Howard asked if there was a policy/document regarding the history of the village greens.

Cllr Macro said that in the past the residents have been spoken to regarding the width of the flower beds that are on the edge of the village green.

Cllr Iliff reported that the areas of village green were protected in the 19<sup>th</sup> Century.

Cllr Dunlop commented that areas of village green are being churned up because of cars parking on them.

Cllr Thornton said that people can be asked politely not to park on the village greens.

Cllr Iliff stated that vehicular access to Rose Cottage is permitted and there is a question mark over the approved access to Creek Cottage..

Cllr Dunlop wondered whether some no parking signs could be placed on the village greens. Delivery drivers are the worst for parking on the greens. ESS will have difficulty in cutting the grass due to the ruts in the ground.

Cllr Moss commented about the parking in Town Farm Estate. The cars park on the pavement so you are unable to walk past.

Cllr Thornton reported that if a car is half parked on the road, and half on the pavement, then it is a Police matter.

Cllr Stoker commented about the overgrown hedges on the footpaths/pavements.

Cllr Addy said that this is outside the jurisdiction of the PC and therefore are unable to assist. The parking etc of delivery vans on the village green are all having an impact on the area.

**2. Street Lighting in Quay Street – Cllr Dunlop commented that there is an area in Quay Street that is very dark and would benefit from a streetlight.**

Cllr Howard said that this would be for Highways to decide but they do not have any funding.

**3. VE Day Celebration – Thursday 8<sup>th</sup> May 2025 – Cllr Macro asked if anyone had any ideas for the VE Day Celebration.**

Cllr Iliff said that an event like the D-Day Celebration would be good.

Cllr Thornton suggested that the PC applied to the NOTT for a grant.

ACTION: Cllr Macro and the Clerk to arrange the VE Day celebration.

**12. Correspondence**

**Orford School Summer Fair – Cllr Macro said that a letter from OSLOF had been received requesting assistance with the Summer Fair, this was not financial assistance but information regarding contacts etc to assist with the promotion of the school.**

Cllr Moss agreed to be the representative from the PC.

Cllr Macro reported that the new contract has been received from East Suffolk Services for the grass cutting of the Village Greens and the grounds maintenance of the recreation ground. There has been an increase in the service, but it is still within the budgeted amount. It was agreed by all the Councillors to accept the grass cutting quote.

**13. Items for next meeting:**

As minutes state and usual.

**14. Date of next meeting: 12<sup>th</sup> March 2025.**

**Meeting closed at 8.10pm.**