

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

E-mail: orfordtownhall@outlook.com

Minutes of the (288th) Annual Meeting of Orford & Gedgrave Parish Council
held on Wednesday 14th May 2025 at 6.30pm 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 Valerie Dunlop
Cllr Stuart Moss	Cllr Sheila Stoker
Cllr Craig Ambury	Cllr Nigel Addy
Cllr Jonnie Howard	

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

Opening remarks

MINUTES

- 1. Election of Chairman for 2025/26 and Signing of Declaration of Acceptance of Office**
Cllr A Macro asked for nominations for Chairman. Cllr Howard proposed that Cllr A Macro remained as Chairman; this was seconded by Cllr Thornton and agreed by all.
Cllr A Macro was duly **elected** as Chairman and the Declaration of Acceptance of Office was signed and witnessed by the Clerk.
- 2. Election of Vice Chairman for 2025/26 and Signing of Declaration of Acceptance of Office**
Cllr A Macro asked for nominations for Vice-Chair.
Cllr Thornton proposed that Cllr Wingrove be the Vice-Chairman, this was seconded by Cllr Stoker and agreed by all. Cllr Wingrove was duly **elected** as Vice Chairman and the Declaration of Acceptance of Office was signed and witnessed by the Clerk.
- 3. Reports from Representatives**
 1. County Councillor Andrew Reid.
Andrew Reid submitted a written report which was presented at the Annual Parish Meeting.
 2. District Councillor Tim Wilson
Time Wilson had summarised a written report at the Annual Parish Meeting.
- 4. Apologies for absence:**
Cllr Greenwell
- 5. Acceptance of Apologies**
The Councillors all agreed to accept the apologies.
- 6. Declarations of interest:**
None
- 7. Applications for dispensation:**
None

8. It was agreed by those that attended, that the minutes of the 287th Parish Council (PC) meeting held on the 9th April 2025 be accepted as a true record of the meeting.

It was agreed that the minutes of the last meeting were a true record, with one clarification to be confirmed by the Clerk in item 1.1 regarding wording of a comment by Andrew Reid.

9. Matters arising from the 287th Parish Council meeting held on the 9th April 2025.

9.1 Friends Garage Update – Cllr Addy commented that the developer is still awaiting the planning conditions and S106 agreement from ESC.

9.2 Alde & Ore – Cllr Wingrove commented that there is no update from the Alde & Ore. There is to be a more formal meeting of the local group taking place. This will however now consist of an Environment Agency representative, Alde & Ore representative, and Internal Drainage Board representative. Cllr Wingrove will attend as a member of the Parish Council, and is purely attending to listen, as of yet the PC has no comments to make.

Cllr Addy said that he would attend as a member of the village, as he had been invited. The concern is that the present proposals will not reach Orford, but the local group are looking for alternative possibilities.

Cllr Thornton said that he had spoken to a local farmer who had contributed to the Alde & Ore proposal some time ago. This was in the beginning of the project, ESC and IDB had sourced a loan from the PWLB and it was agreed that the farmers IDB rates would increase from £7,500 to some £24,900, and this would be for the 30 years the loan was in place. The lowest point along the river is the road from the quay, the hump in the road is not higher enough, although this is not mentioned anywhere.

Cllr Addy said that the work is going to take place at Snape, but the timescale is very long.

Cllr Thornton asked if a managed retreat had been considered, what is the cost to clear up afterwards.

Cllr Dunlop said that the trauma as a result of the impact of flooding is high. Maybe a communication should be had with the Four rivers Project.

It was agreed by all the Cllr Wingrove should attend to listen to the proposals from the group, and report back to the PC at the next meeting.

ACTION: Cllr Wingrove to report back to the PC following on from the local group meeting.

9.3 Footpath in Quay Street – Cllr Macro said that a meeting had taken place on site with the Highways Engineer, who was most helpful. He shared some maps of the Highways owned areas and confirmed with their legal team that the area to be put as an addition to the footpath was adopted highways land.

Cllr Thornton said that the PC has asked Highways if this work can be done.

Cllr Ambury said the work will be undertaken by Highways, but the PC will pay.

Cllr Macro commented that if the work is undertaken by the Highways team, they will be responsible for the maintenance going forward.

ACTION: To await for a quote from the Highways Team.

9.4 Affordable Housing – Cllr Wingrove reported that the agreement had been signed and the questionnaires were being printed ahead of collection next week. Volunteers would be needed to assist with the filling of envelopes and delivering the questionnaires to every household and business.

Cllr Stoker said that she would assist with the filling of envelopes.

Cllr Addy asked if they could be delivered with the Village Voice.

Cllr Macro said that the deliverers of the Village Voice would need to be contacted to see if this would be acceptable.

ACTION: To approach the Village Voice deliverers to see if they would assist with the delivery of the questionnaires.

9.5 Community Partnership – Cllr Dunlop commented that a copy of the statistics would be circulated to all the Council. Deprivation in this area stands out as a concern. There is an environmental focus at the moment to promote insects. Someone from the group will attend the Flower Show. The verges into the village have been cut early.

Cllr Green commented that some of the verges are cut by the local farmers.

Cllr Dunlop wondered if the PC could do more to assist with the promoting of the environment.

Cllr Moss wondered if Quay Meadow could be used.

Cllr Dunlop added that the Alzheimer's meetings at the recreation ground hut have not been well supported. Is this something that the Surgery should promote, or should the PC assist.

ACTION: Cllr Macro to speak with a representative of the group who organise the meetings regarding Alzheimer's to see how they can be assisted.

7.01pm Police Officer arrived.

Meeting Closed at 7.03pm.

Community Support Police Officer Abbott gave a summary of her written report. She covers a wide area of Suffolk and attends many Schools. There was a spate of money stealing in the area but nothing else of any significance. There are three ways in which to report an incident, 999, 101 for non-urgent, and the Suffolk Police website. The information will be logged. There is a need to place reports of incidents, as these assist with evidence and therefore shows a need for more staff.

Cllr Moss said that there is an issue with cars parked on pavements, and speeding vehicles. Police Officer Abbott said that she may be able to organise a visit from the officers that undertake speed watch.

ACTION: Clerk to send a copy of the meeting dates to the Police Officer.

7.22pm Police Officer left, meeting re-opened.

9.6 Change of email address – The Clerk reported that each Councillor would be receiving the information about their new email address and password shortly.

10. Contributions by members of the public.

None

11. Finance

11.1 Authorisation for payment sheet – There are seven payments to authorise: Unity Trust Bank (monthly charge) – £6.00, J Cheney (reimbursement for glue and weed killer) - £27.00, Community Action Suffolk (first payment for the Housing Needs Survey) - £1,200.00, DB IT Support (assistance with the Clerks laptop) - £28.00, Birketts (legal advice regarding Quay Street) - £1,208.40, ICO (data protection subscription) - £47.00, The Moving Plaice (VE Day celebration) - £900. Total £3416.40

Also, the staff wages of £1156.69 per month for April.

Income – East Suffolk Council (CIL funding) - £2433.14, East Suffolk Council (1st precept) - £19,925.00. Total £22358.14.

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

11.2 Insurance Renewal – The Clerk reported that the annual insurance renewal had been received, this was £886.18, last year the cost was £813.28. The PC had set aside in the budget £950 to cover this cost.

It was agreed by the Councillors present to accept the insurance premium quote.

12. Planning

DC/25/1558/FUL – Rowan Cottage, Bakers Lane, Orford, IP12 2LE

Single storey rear extension, roof light to front roof slope, photovoltaic panels to roof and garden studio.

It was agreed by the full Council to have no objection to this proposal.

DC/25/1648/FUL – The Stables, 4 Chantry Barn, Broad Street, Orford

Retrospective Application to seek approval for 2x Roof lights which have been added.

It was agreed by the Councillors present to have no objection to this proposal.

DC/25/1846/TCA – Castle Grounds, Orford Castle, Castle Green, Orford

Group of Holm Oak – Prune away from the structure.

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

Other notifications:

13. Parish Council Business: -

1. **To adopt the New Model Standing Orders and the New Model Financial Regulations** – the Clerk reported that there were only slight changes to both documents and this referred to money amounts. It was agreed by all present to readopt the two policies stated above.
2. **Re-organisation of Local Government Survey** – Cllr Stoker to assist the Clerk with the completion of the survey.

14. Correspondence

Orford Museum – an email had been received stating that the Orford Museum wishes to hold an event in the Castle in August 2026. It was agreed that a decision regarding parking should be made nearer the time.

Suffolk County Council – An email regarding a proposed couple of charging points on the Market Hill car park had been received. It was agreed by all that this would take a couple of valuable parking spots in an already busy area. It was suggested that a couple of spaces could be used in the Quay Car Park.

ACTION: Clerk to speak with the NOTT Clerk to ensure this is placed on the agenda for the meeting next week.

15. Items for next meeting:

As minutes state

16. Date of next meeting: 11th June 2025 7pm.

Meeting closed at 7.41pm.