

**ORFORD & GEDGRAVE PARISH COUNCIL**  
**The Town Hall, Market Hill, Orford, Woodbridge, Suffolk. IP12 2NZ**  
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**Minutes of the 290<sup>th</sup> Meeting of Orford & Gedgrave Parish Council**  
**held on Wednesday 9<sup>th</sup> July 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 Valerie Dunlop
Cllr Nigel Addy	Cllr Sheila Stoker
Cllr Jonnie Howard	Cllr Craig Ambury

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

**Opening remarks**

**MINUTES**

**1. Reports from Representatives**

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

**2. Apologies for absence:**

None

**3. Acceptance of Apologies**

None

**4. Declarations of interest:**

Cllr Dunlop – neighbour of planning application.

**5. Applications for dispensation:**

None

**6. It was agreed by those that attended, that the minutes of the 289<sup>th</sup> Parish Council (PC) meeting held on the 11<sup>th</sup> June 2025 be accepted as a true record of the meeting.**

There were a couple of amendments to item 1.1 (dependent and not independent) and item 9 (add the words rent review)

**7. Matters arising from the 289<sup>th</sup> Parish Council meeting held on the 11<sup>th</sup> June 2025.**

**7.1 Friends Garage Update** – Cllr Addy reported that there is no update.

Cllr Wingrove said that a copy of the email received from the planning department regarding Friends Garage had been shared with Andrew Reid and Tim Wilson to see if they are able to assist with the delay in response.

ACTION: To continue to place on the agenda for updates.

**7.2 Alde & Ore** – Cllr Wingrove reported that there was no further update.

**7.3 Footpath in Quay Street** – The Clerk reported that an email had been sent to SCC accepting the quote to complete the work to widen the footpath on Quay Street. It is expected that this work will not take place until the autumn when the village is quieter.

**7.4 Affordable Housing** – Cllr Wingrove reported that the deadline for the survey responses has passed. The next step is to wait for the data from CAS.

ACTION: To wait for the survey data from Community Action Suffolk.

**7.5 Community Partnership** – Cllr Dunlop commented that she had written a report but had not circulated it to all the Council.

Anne suggested that the report should be passed to the Clerk for circulation.

ACTION: Cllr Dunlop to send the report to the Clerk for circulation.

**7.6 Castle Knoll, Dragon's Teeth** – The Clerk reported that she had spoken with the NOTT Clerk regarding the telegraph poles. It appears that there are several cut off pieces that will not be used by the NOTT and these would be suitable for the Knoll.

**7.7 Tree Survey** – The Clerk reported that the cost to remove the trees had been received, the Holm Oak on the recreation ground £370, the Cherry Tree on Broad Street £400, and the Ash tree on the recreation ground could be as much as £2,500 if the hire of a mowp is required, but to fell it would be £1,000 cheaper although this would flatten the laurels. After discussion it was agreed to accept the quotes and ask that the Cherry Tree in Broad Street is priority.

ACTION: Clerk to contact the tree surgeon and give the go ahead for the works.

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

None

**9. Finance**

**9.1 Authorisation for payment sheet** – There are six payments to authorise: Unity Trust Bank (monthly charge) – £6.00, Community Action Suffolk (Insurance premium top up) - £11.66, M Backhouse (TENS licence for the Village Feast) - £21.00, DB IT Support (assistance with email setup) - £7.00, Network Assurance East (Road closure for the Village Feast) - £150.00, Redlynch (Basket swing) - £9174.00. Total £9369.66

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

Income – Unity Trust deposit account (bank interest) - £174.56, Unity Trust Bank reserve account (bank interest) - £491.12. Total £665.68.

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

**9.2 Quarterly Accounts and Bank Reconciliation** – The Councillors were presented with the documents, there were no questions asked and they were both agreed by all present.

**10. Planning**

**DC/25/2247/VOC – East Quay Cottage, Quay Street, Orford, IP12 2NU**

Variation of Condition No. 2 of DC/25/0719/FUL - Installation of 2 No roof lights within the rear roof slope, including 1 No conservation roof light and 1 No Velux cabrio balcony roof light - We wish for the approved drawing reference to be changed, so that that a revised drawing showing the 2no new proposed rooflights in revised positions can be approved. The conservation roof light and the velux cabriolet balcony roof light have been switched over, to allow for the inclusion of an En Suite on the top floor. We wish reference to the drawing PW1460-PL03 REVA to be changed to PW1460-PL03 REVB.

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

**DC/25/2321/FUL – Orford Castle, Castle Green, Orford, IP12 2<sup>ND</sup>**

Removal of the existing condemned staff welfare building and replacement with a new staff welfare building.

It was agreed by the full Council to have no objections to this application, although it was felt that the building would not be very attractive and in keeping with the area.

**DC/25/2589/LBC & 2588/FUL – Rose Cottage, Quay Street, Orford, IP12 2NU**

Erection of replacement outbuilding following demolition of existing outbuildings.

After some discussion regarding the parking facilities at this site, it was agreed by all that Cllr Addy would construct a response for this application as it had been received today so more investigation into the proposal needed to take place.

**Other notifications:**

**11. Parish Council Business: -**

**1. To readopt the Disciplinary Procedure, Grievance Procedure, Volunteer Policy, Equal Opportunities Policy, Data Breach Policy and the Memorial Bench Policy.**

It was agreed to adopt the above policies by all present.

**2. Recreation Ground** – Cllr Macro noticed that there are some very large cracks appearing in the wet pour around the roundabout. The company that has just completed the work on the basket swing gave three alternatives that are an option to sort this. Firstly a repair to the area would cost £900 +VAT, to take up the existing wet pour and replace with a new layer would be £3991.00 +VAT, and to remove the existing and replace with Tiger Mulch would be £4187.00 +VAT.

After some discussion it was agreed by all to repair the existing wet pour at a cost of £900 +VAT.

ACTION: Clerk to notify Redlynch Leisure of the Council's decision.

**3. Speed Indicator Device** – The Clerk confirmed that she had contacted three companies for quotes for the solar powered SID. The Westcotec SID was between £4,150 and £4,592; the Messagemaker was £2,940; and the Elan City was £2,500. After some discussion it was agreed that the Messagemaker or the Elan City would be chosen, it depended on the amount of warranty that was given. The Messagemaker was a 6-year warranty, but the Clerk would need to check the warranty on the Elan City version and email the Council to let them know.

ACTION: Clerk to check the warranty on the SID's and inform the Council.

**4. Village Feast** – The Clerk reminded the Council of the Village Feast on the 23<sup>rd</sup> August, and the need for some assistance to set up and clear away.

ACTION: Clerk to email the Council a week before the event.

**5. Village Green Area** – The Clerk read out an email from Birketts, with the cost and the maps etc they would require.

Cllr Addy agreed that a 'heads of terms with plans' would need to be written.

Cllr Thornton commented that the initial agreement was for a small area containing a gazebo, this has now increased in size to include the hardstanding, which is still the village green. There needs to be an agreed licence and a rent review.

ACTION: Cllr Addy to work with the Clerk to set out the agreement.

**6. Children's Christmas Party** – Cllr Macro reported that the Children's Christmas Party is to take place on the afternoon of the 17<sup>th</sup> December.

Cllr Thornton commented that if there is a need for some additional funding, please speak with the NOTT Clerk to have this placed on the agenda.

**12. Correspondence**

**13. Items for next meeting:**

As minutes state,

**14. Date of next meeting: 10<sup>th</sup> September 2025 7pm.**

**Meeting closed at 7.57pm.**