

ORFORD & GEDGRAVE PARISH COUNCIL
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Minutes of the 291st Meeting of Orford & Gedgrave Parish Council
held on Wednesday 10th September 2025 at 7.00pm in the New Room of the Town Hall.

Present: Cllr Gary Wingrove (Vice-Chair) Cllr Sheila Stoker
 Cllr Margaret Green Cllr Nigel Addy
 Cllr Mary Iliff

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

As the Chair had given her apologies for the meeting, the Vice Chair (Cllr Wingrove) Chaired the meeting.

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 a written report and his apologies for the meeting.

2. Apologies for absence:

Andrew Reid, Tim Wilson, Cllr Macro, Cllr Thornton, Cllr Howard, Cllr Ambury, Cllr Dunlop, and Cllr Moss.

3. Acceptance of Apologies

None

4. Declarations of interest:

None

5. Applications for dispensation:

None

6. It was agreed by those that attended, that the minutes of the 290th Parish Council (PC) meeting held on the 9th July 2025 be accepted as a true record of the meeting.

7. Matters arising from the 289th Parish Council meeting held on the 9th July 2025.

7.1 Affordable Housing – Cllr Wingrove reported that there had been 460 surveys circulated to homes and businesses in the village, and of those 135 responses had been received. Given the number of second homes etc in the village this was a good return.

Cllr Iliff asked if every household and business had received one.

Cllr Wingrove said that the surveys were delivered to every household and all the businesses. A meeting is to take place with CAS to go through the data received, this will take place on the Chairs return.

Cllr Green commented that a lot of the residents in Town Farm Estate, Peacocks Pyghtle and Ferry Road had completed the surveys.

ACTION: A meeting to take place with CAS, Cllr Macro and Cllr Wingrove. A report will then be issued by CAS.

7.2 Community Partnership – Cllr Dunlop submitted her apologies for the meeting.

ACTION: To place on the next agenda.

7.3 Village Green Area – Cllr Addy reported that plans of the area have been looked at, and this matter would be ongoing.

ACTION: To place on the next agenda.

7.4 Footpath on Quay Street – The Clerk read out an email from the Highways Engineer which stated that no planning permission was needed for the footpath, the cost would need to be paid in full before the work commenced, and the slight amendments to the proposal. The cost has been increased to £46,311.43 (including VAT). This will be paid for by the CIL money that the PC has acquired. It was agreed by all present to accept this quote.

ACTION: Clerk to contact the Highways Engineer to confirm the acceptance of the quote for the footpath in Quay Street.

8. Contributions by members of the public.

None

9. Finance

9.1 Authorisation for payment sheet – There are eleven payments to authorise (some of which were paid in August): Unity Trust Bank (monthly charge Aug/Sept) – £12.00, Paul Bush (removal of tree in Broad Street) - £400, Playquip (cover for zip wire seat) - £54.00, Stocksigns (new SID) - £3528.00, DB IT Support (email assistance) - £56.00, Rock 2 Pop (Village Feast Entertainment) - £150.00, Genesis Mencap (memorial bench) – £1089.00, Melbek Technology (website domain) - £54.00, Parkwood Garden Services (mole catching) - £180, PKF Littlejohn (external audit fee) - £378 Total £5901.60

Also, the staff wages of £1156.69 per month for August/September.

Income – Flower Show Committee (hire of recreation ground) - £455.00, Mr Bass (memorial bench) - £1489.60. Total £1944.60.

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

9.2 External Audit Report – The Clerk reported that the external audit was completed, there was one comment relating to a bench that had not been placed on the asset register, this had been noted and added.

9.3 Poppy Wreath – It was agreed by all present to purchase the poppy wreath for the remembrance service. There would also be a £100 donation to the Royal British Legion.

10. Planning

DC/25/3293/TCA – Creek Cottage, 67 Quay Street, Orford, IP12 2NU

1no. Oak (T1 on plan) – previously pollarded tree. Reduce epicormic regrowth by 10 metres to form a new pollard tree at 3 metres in height.

It was agreed by all present not to object to this application.

Other notifications:

11. Parish Council Business: -

1. **To readopt the Code of Conduct, Temporary Signs Policy, and the Data Protection & Information Management Policy.**

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

2. **Christmas Carol Service** – The Clerk reported that no confirmed date had been set.
ACTION: To place on the next agenda.

3. **Bonfire & firework event** – The Clerk reported that she had been asked if the PC would fund the insurance cover for the local Bonfire & firework event.

Cllr Addy proposed that the PC contributes £400 towards the cost of the event insurance, this was seconded by Cllr Stoker and approved by all attending.

ACTION: Clerk to contact the insurance provider for a quote for the event.

4. **Alde & Ore** – Cllr Wingrove said that there was no update from the Alde & Ore, but there are conversations and meetings taking place with residents in the village regarding an alternative plan. There is a concern that this end of the river will not gain from the Alde & Ore. They are considering an alternative scheme to protect Orford.
ACTION: Cllr Wingrove & Cllr Addy to report back to the PC at the next meeting.

5. **Friends Garage** – Cllr Addy reported that the planning department are very slow at this time, and the developer is still awaiting an answer. The developer has asked for the Section 106 agreement to be prepared. A meeting is to take place between Cllr Addy, Cllr Wingrove and the developer to discuss the affordable homes, of which there is to be 2. There is some progress, but it appears to be slow.

Cllr Wingrove commented that the Seaforth site is back on the market.

ACTION: To continue to place on the website.

6. **Request for a tree warden** – Cllr Wingrove reported that he and the Clerk had attended a planning forum, there was a section on Tree Wardens, trees and hedges. Suffolk Tree Wardens are looking for volunteers in each parish. It may be an idea to put an advert in the Village Voice asking for a Tree Warden for the village. This person may assist us in taking care of the trees on the village greens and the recreation ground, advise us of the trees that we may be able to buy for replacing those taken down.

ACTION: Cllr Wingrove to place an advert in the Village Voice requesting a volunteer, Tree Warden.

12. **Correspondence**

The Clerk reported that there had been a phone call from someone who had been asked by a resident if they could repair a bench on the village green near the shop. The person thought that that they should check this would be ok to do with the PC.

After some discussion it was agreed that the PC wished to replace the benches and would ask the resident if they would like to sponsor a bench.

ACTION: Place an article in the Village Voice regarding the sponsorship of the benches on the village green.

13. **Items for next meeting:**

As minutes state,

14. **Date of next meeting: 8th October 2025 7pm.**

Meeting closed at 7.39pm.