

ORFORD & GEDGRAVE PARISH COUNCIL
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Minutes of the 292nd Meeting of Orford & Gedgrave Parish Council
held on Wednesday 15th October 2025 at 7.00pm in the New Room of the Town Hall.

Present: Cllr Anne Macro (Chair)
Cllr Margaret Green
Cllr Mary Iliff
Cllr Craig Ambury
Cllr Valerie Dunlop

Cllr Sheila Stoker
Cllr Nigel Addy
Cllr Ian Thornton
Cllr Jonnie Howard
Cllr Stuart Moss

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

Opening remarks

MINUTES

1. Reports from Representatives

1. County Councillor Andrew Reid.
Absent and no report submitted.

2. District Councillor Tim Wilson

Tim Wilson submitted a written report for the meeting and summarised this. The ESC has submitted their business plan for the Local Government Reorganisation, which is to propose 3 Councils, SCC has submitted theirs which is 1 Council. The decision will be made by the government in the new year, with the Mayoral election to be held in May. Bin Lids, there has been a decision taken to change the bins, as the recycling generates an income, this needs to be clean and not contaminated otherwise it will be rejected. Butley Baths – there has been an increased amount of work undertaken to keep the road clear so that the flooding does not take place. In Melton, there is to be some funding given towards the new cycling and walking paths. Melton Railway Crossing is to be closed between the 24th – 28th October. Currently Tim is working closely with a member of Sudbourne PC as the Orfordness is to lose around 60% of their staff.

Cllr Addy asked why the road closure in Bromeswell is to take place just before the closure of the crossing, the 20th – 23rd, why can the people not communicate better to reduce the disruption.

Tim was not aware of this but would chase it and find some answers.

Cllr Dunlop commented that there is a sign at the station stating that the railway is closed through to the 2nd November, and that there are bus alternatives.

It was thought that this means the track through to Lowestoft, not the level crossing at Melton.

2. Apologies for absence:

Cllr Wingrove.

3. Acceptance of Apologies

Yes.

4. Declarations of interest:

None

5. **Applications for dispensation:**
None
6. **It was agreed by those that attended, that the minutes of the 291st Parish Council (PC) meeting held on the 10th September 2025 be accepted as a true record of the meeting.**
7. **Matters arising from the 291st Parish Council meeting held on the 10th September 2025.**
7.1 Affordable Housing – The Clerk reported that a meeting has been arranged to take place on the 23rd October with Community Action Suffolk. Following on from this more information would be available.
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 a written report which was circulated to all the Council prior to the meeting. No questions were asked.
Cllr Macro thanked Cllr Dunlop for the report.
ACTION: To place on the next agenda.
7.3 Village Green Area – Cllr Addy reported that the plans that had been received from Land Registry did not show the tarmac area clearly.
The Clerk reported that she had looked through minutes dating from 2002 to 2004 when the work to complete the tarmac area was done. The decision to tarmac the area was taken because of complaints about the state of the village green as delivery vehicles were driving over it. The current shop was a butchers shop at the time. Some of the copies of minutes are missing, but more investigation into Highways minutes may reveal some answers.
Cllr Iliff said that the PC had always maintained that area of land.
Cllr Thornton commented that there was also a need to give access to Puddle Cottage.
ACTION: To place on the next agenda. Clerk to investigate past minutes for more information.
7.4 Bonfire & Firework Event – The Clerk reported that the quote for the insurance had been received, it was £166.32, this was considerably less than last year and within the £400 allocated for this expenditure. The payment appears on the sheet for approval.
7.5 Tree Warden – Cllr Wingrove submitted his apologies for this meeting.
ACTION: To place on the next agenda.
8. **Contributions by members of the public.**
None
9. **Finance**
9.1 Authorisation for payment sheet – There are twelve payments to authorise (some of which were paid in September): Suffolk County Council (footpath in Quay Street (CIL)) – £46311.41, Unity Trust Bank (monthly bank charge) - £6, David Bracey (play equipment inspection) - £156.00, M Backhouse (poppy wreath) - £29.49, Orford Sports & Recreation Club (Electricity supply for lights) - £67.74, Pauls Tree Services Ltd (Removal of Ash tree on the recreation ground) - £1200.00, SALC (6 months payroll provision) – £82.80, DB IT Support (email addresses) - £21.00, Severnside Defibs (service of defib at fire Station) - £180.00, Parkwood Garden Services (mole catching) - £100, Community Action Suffolk (insurance cover for the Bonfire Event) - £166.32, Redlynch (repair to wet pour around roundabout) - £1080.00 Total £49400.76.
Also, the staff wages of £1156.69 per month for October.
Income – East Suffolk Council (2nd precept payment) - £19,925, Unity Trust Bank (General Reserve Account interest) - £170.23, Unity Trust Bank (CIL account interest) - £447.74. Total £20542.97.
Internal transfer of £46,311.41 from CIL account to current account to pay for the footpath.
It was agreed by all the Councillors present to approve the payments.

9.2 Draft budget – The Clerk reported that she was working on the budget and if there was a project that required funding, please could you email so this may be added.

A meeting will take place between the Chair, Vice-Chair and the Clerk to look at the draft budget.

9.3 Quarterly Accounts & Bank Reconciliation – The quarterly accounts and bank reconciliations were noted by all present.

9.4 Use of CIL funding – The Clerk reported that the PC had received a request from a small group of residents who were concerned by the state of the flood defences and feared that the Alde & Ore group would not have sufficient funds to allocate to the Orford stretch. As a result of this a request for some funding was made. Having consulted the CIL team, money could be given to the project but not to investigative/feasibility work. It was suggested that an amount of £500 could be contributed from the PC reserves. The donation would be to support the cost to hire engineers and a consultancy firm.

Some of the Councillors agreed that they supported the initiative but felt that more information was required.

ACTION: Clerk to contact the local Flood Defence Group and request further information to present at the next meeting.

10. Planning

DC/25/3485/TCA – Castle House, Castle Lane, Orford, IP12 2LY

1no. Holm Oak (H4 on plan) – Lateral reduction of lower limbs on the south east aspect to main stem.

1no. Bay (marked on plan) – Reduce to 3 metres in height and width.

Cllr Addy confirmed that this application had already been approved.

DC/25/3481/VOC – Green Lane House, Gedgrave Road, Orford, IP12 2NG

Variation of Condition No.2 of DC/25/0084/FUL - 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 - The rear courtyard extension is now proposed to be single storey whereas the approved scheme featured a two-storey extension. The reason for the change is that we wish to maintain the long horizontal window at first floor level.

To improve the thermal performance of the building fabric we propose to apply insulated render to the rear elevation. This elevation can

only be seen from the ProW to the north of the property. It is currently obscured by vegetation. At the front of the building we propose to clad the full width of the garage extension to the NE of the house. We feel this makes a stronger separation between the original house and the modern extension. Other minor amendments include raising the window heads of the two living room windows and the addition of a window to the garage.

Cllr Addy reported that this request is linked to the refurbishment of the property.

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

DC/25/3677/TPO – 10 Castle Close, Orford, IP12 2LB

1no. Horse chestnut (T1 on plan) – Overall crown reduction by up to 2.5 metres, and remove 2 lateral limbs that extend over boundary.

1no. holm oak (T2 on plan) – Crown raise to 5 metres above ground and thin new growth on old pollard heads by 40% and internally by 20%.

It was agreed by all present to have no objections to this proposal.

DC/25/3660/TCA – Merchant House, Broad Street, Orford, IP12 2NQ

1no. Beech (T1 on plan) – Remove 3 lowest limbs

1no. Cherry (T2 on plan) – Overall crown reduction by 1 metre and remove branch nearest driveway.

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

Cllr Dunlop was concerned about the environmental impact of all the tree work.

Cllr Addy said that this is why many of the applications go before ESC as they can assess the impact in the conservation area.

DC/25/3525/FUL – Rowan Cottage, Bakers Lane, Orford, IP12 2LE

Extension to first floor, amendment to previous approved applications.

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

Other notifications:

11. Parish Council Business: -

1. To readopt the Data Protection Risk Assessment, Data Protection Statement, Subject Access Policy, Subject Access Request, and the Health & Safety Policy.

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

Cllr Dunlop asked about a Display Screen and Equipment Policy. The Clerk agreed to look at the available SALC policies to see if this appeared.

2. Christmas Carol Service – The Clerk reported that this is to be held on the 17th December 2025 at 6.30pm at the village green near the shop.

3. Christmas Tree – It was agreed by all to purchase a Christmas Tree this year.

Cllr Thornton said that the NOTT would fund the Christmas Trees again this year.

4. Aide & Ore – Cllr Wingrove submitted his apologies for the meeting.

ACTION: To place on the next agenda.

5. Friends Garage – Cllr Addy reported that the planning authority has given the draft conditions to the developer. Work is underway on the S106 agreement. Two of the terrace houses on the front row will be starter homes and at a cost 60/70% of market value offered to first time buyers. The need to be local will only be for the first purchase, but the reduced amount will be in perpetuity. The PC may be able to assist to find someone local and we would be given 6 months to assist with this. All of the suggestions will be submitted to ESC for consideration.

ACTION: To continue to place on the agenda.

6. Benches – The Clerk reported that there had been one response from the article in the Village Voice, and this was a suggestion for a bench to be in commemoration of the 1953 Floods.

7. Remembrance Sunday Wreath Laying – Cllr Howard agreed to lay the wreath on behalf of the Parish Council.

8. Co-option of a Councillor - The Clerk reported that there had been one application for co-option, this was from Brian Corris. It was agreed by a majority of the full Council to co-opt Mr Corris.

9. Play Area Inspection – The Clerk reported that having looked through the report there was one outstanding issue, the wooden post was broken on the piece of fence at the bottom gate to the recreation ground. It was agreed to ask Mr Backhouse to replace this post.

12. Correspondence

East Suffolk Council Call for Sites – As the PC does not have any land it was agreed not to discuss this correspondence.

13. Items for next meeting:

As minutes state, draft budget, precept request.

14. Date of next meeting: 12th November 2025 7pm.

Meeting closed at 8.09pm.