

**MINUTES OF THE YOXFORD PARISH COUNCIL MEETING HELD AT
YOXFORD VILLAGE HALL ON THURSDAY 4th APRIL 2019 AT 7:00 PM**

1. Attendance and Apologies

Attendees:

Cllr. Russell Pearce - Chair
Cllr. Paul Ashton - Vice Chair
Cllr. David Childs
Cllr. Ian Shaw
Cllr. John Walford
Cllr. Stephen Siddall
Cllr. Ann Lambert
Cllr. Susan Hall

Apologies for absence:

Cllr. John Sutherell - written and accepted
District Cllr. Stephen Burroughes

In attendance:

Sharon Smith - Clerk/RFO
County Cllr. Richard Smith
4 members of the public

2. Declarations of Interests

None.

3. Public Forum

County Cllr. Richard Smith congratulated the Council for its response to the Sizewell C consultation and said this part of Suffolk responded very well. The joint Local Authorities' response was robust and maintained its stance that locally the advantages need to outweigh the disadvantages. Cllr. Smith will meet Simone Rossi, EDF Energy's CEO, next week and will question him about the consultation proposals. EDF Energy are aiming to apply for a Development Consent Order from the Planning Inspectorate early next year however it is not unreasonable to make a case for another round of consultation calling for more detailed proposals.

4. Meeting Minutes

- a) It was proposed by Cllr. John Walford, seconded by Cllr. David Childs and agreed that the minutes for the meeting of 7th March 2019 be signed as a true record.
- b) It was proposed by Cllr. Stephen Siddall, seconded by Cllr. Susan Hall and agreed that the minutes for the Extraordinary meeting held on 28th March 2019 be signed as a true record.

5. Matters Arising

- a) With reference to item 10, it was proposed by Cllr. Paul Ashton and seconded by Cllr. John Walford to co-opt Kelly Amzad to fill one of the Council's casual vacancies. All in favour. Kelly Amzad completed the Declaration of Acceptance of Office Form and the Clerk signed as witness.

ACTION: Clerk to inform SCDC of the appointment.

- b) With reference to item 6c, it was agreed to progress the plan to provide exterior lighting to the Village Hall to increase vehicular and pedestrian safety. Cllr. Paul Ashton proposed expenditure of up to £200, seconded by Cllr. David Childs. All in favour.

ACTION: Cllr. Russell Pearce and Cllr. David Childs to progress.

- c) With reference to item 6j, the Council further discussed effective traffic calming measures to reduce speeding on the High Street. It was agreed to seek permission from Highways to erect a pole for the speed indicator device.

ACTION: Clerk to obtain form from Highways.

- d) With reference to item 13b, the defibrillator is still faulty. The heat pad and battery may need to be replaced and/or the device calibrated.

ACTION: Cllr. Russell Pearce and Cllr. Ian Shaw to inspect.

e) The outstanding actions are detailed in **Appendix I**.

6. Meetings and Progress Reports

a) Yoxwood – the Committee are erecting a new shed and will arrange an egg hunt on Easter Sunday.

b) Yoxwood Lease – an inspection of the plot identified that the boundary fence is not positioned in accordance with the title deeds. A letter has been written to the neighbouring land owner asking for a meeting on site to discuss. Once agreed, the existing fence can be moved to the correct position.

c) Village Hall – the structural engineer attended the last meeting and outlined a number of ways the necessary repairs could be carried out. Proposals and estimates have been sought and once received plans will be set out in accordance with the funds held and will also be used to apply for grants. The Committee will consider at their next meeting whether to apply to the District Council's Outdoor Playing Fund Scheme, which holds approximately £7,000, for funds to be spent on play equipment.

d) Church – the limecrete is now complete. There will be a 2 to 3 week pause with the builder off site until the bricks for the floor arrive.

e) Police - Cllr. John Sutherell attended the Neighbourhood meeting at Halesworth in March. Although reported crime is at a relatively low level there are no grounds for complacency. As far as is known 'County Lines' and 'cuckooing' for drugs is at present confined to Ipswich and Lowestoft but any evidence of drug use needs to be reported because this issue is spreading. The community needs to be observant and watch for people carrying out reconnaissance for theft. The police encourage residents to use their Crime Prevention website. In January 2019, there were 7 reported crimes in the parish – 2 for violence/sexual assault in Meadowlands Close and Culcott Close which the police were unable to prosecute the suspect. There were 3 burglaries in Little Street, 1 vehicle crime in Park Place and 1 antisocial behaviour in Oakwood Park. No suspects were identified for these crimes.

f) Flagship Housing – the fence has been repaired and the grass is growing but patchy in places. Flagship agree to leave the grass to grow over the summer holidays and are prepared to issue a leaflet to residents explaining the reasons for this.

g) Work Party – the shrubs outside Mulberry Park and the empty house next to Main's Restaurant were trimmed last month.

h) Local Businesses – three quotes have been obtained for the proposed village sign. A meeting will be arranged to ask the local businesses for their opinions and then several options will be put to Highways seeking permission.

i) Community Speed Watch – residents are being sought to form a CSW team.

7. Administration

a) The Council agreed to archive historical records at the Suffolk Records Office.

b) The Council agreed to offer other historical records to the Yoxford History Group.

c) The Council agreed to retain an old Parish Council metal box and to store it under the Village Hall stage, subject to permission.

d) The Council considered tenders received for the grass cutting season 2019/2020. It was proposed by Cllr. Russell Pearce and seconded by Cllr. Paul Ashton to appoint RSC Landscapes Ltd. All in favour.

8. Finance

a) The Council noted the current financial position detailed in **Appendix II**.

- b) The Council reviewed the budgeted versus actual income and expenditure for the financial year 2018/19.
- c) The Council agreed to renew the annual Data Protection registration by Direct Debit.
- d) The Council agreed to pay the Anglian Water bills by Direct Debit.
- e) It was proposed by Cllr. Paul Ashton, seconded by Cllr. Stephen Siddall and agreed to authorise the payments listed below:

Details	Payee	Amount	Power
Clerk's Salary	Sharon Smith	£402.44	LGA 1972 s.112
Clerk's PAYE/NI	HMRC	£16.24	LGA 1972 s.112
Clerk's Expenses - Laptop Repair	Sharon Smith	£25.00	LGA 1972 s.111
Data Protection Annual Renewal	Information Commissioners Office	£35.00	LGA 1972 s.111
Magazine Annual Subscription	Communicorp - Clerks/Councils Direct	£12.00	LGA 1972 s.111
Website Hosting	Zen Internet Limited	£8.39	LGA 1972 s.111
Hedge Cutting at Cemetery	RSC Landscapes Ltd	£762.00	LGA 1972 s.111
Water Bill	Anglian Water Business (National) Ltd	£55.91	LGA 1972 s.111

9. Correspondence

- a) The Councillors noted the correspondence received between 3rd March 2019 and 30th March 2019 detailed in **Appendix III**.
- b) Cllr. Paul Ashton said a resident queried whether the Council still held approximately £600 which was raised by public subscription many years ago to purchase play equipment for Mulberry Park.
ACTION: Clerk to investigate and forward emails to Cllr. Russell Pearce.

10. Questions to the Chair

- a) Cllr. David Childs reported there are overgrown weeds on the verge of the footway at the bottom of Strickland Manor Hill.
ACTION: Cllr. Russell Pearce to apply weedkiller.
- b) Cllr. Paul Ashton asked for the views of the Council on producing a Neighbourhood Plan.
ACTION: Clerk to add to next month's agenda.
- c) Cllr. Ian Shaw asked if there are any obligations on the owner to occupy or lease a house on the High Street which has been empty for many years.
ACTION: Cllr. Stephen Siddall to obtain details of ownership from HM Land Registry and Clerk to contact District Cllr. Stephen Burroughes for advice.

11. Date and Time of Next Meeting

The date and times of the Annual Parish Meeting and the Annual Meeting are scheduled for Thursday 16th May 2019 at 7:00 pm and 8:00 pm respectively.

The meeting closed at 8:20 pm.

Appendix I – Outstanding Actions

Meeting Date	Item Ref	Action	Responsibility	Comments
01/02/18	9b	Research the statutory requirements for record keeping to complete the Records Management Policy.	Clerk	SCDC GDPR Briefing - advised to keep all records for 6 years plus current.
01/11/18	8c	Meet on cemetery site to consider whether to register an interest in any adjoining land.	Cllr. John Walford, Cllr. Stephen Siddall	Updated 07/03/19, item 6c.
01/11/18	8d	Ask Village Hall Management Committee for permission to use Village Hall for its official registered address.	Cllr. Ian Shaw	
03/01/19	5a	Authorised to spend £45 on a plaque for the cemetery.	Cllr. John Walford	
		Village assets review.		

Appendix II – Financial Position

Appendix III - Correspondence