

**MINUTES OF THE YOXFORD PARISH COUNCIL MEETING,  
AS SOLE TRUSTEE OF YOXFORD VILLAGE HALL,  
HELD VIRTUALLY VIA ZOOM MEETINGS ON THURSDAY 5<sup>th</sup> NOVEMBER 2020 AT 8:15 PM**

**1. Attendance and Apologies**

**Attendees:**

Cllr. Russell Pearce – Chair  
Cllr. Paul Ashton – Vice Chair  
Cllr. Ann Lambert  
Cllr. David Tower  
Cllr. Ian Shaw  
Cllr. John Sutherell  
Cllr. Stephen Siddall  
Cllr. Sarah Barrett  
Cllr. David Childs

**Apologies for absence:**

Cllr. Kara Cowie – written and accepted

**In Attendance:**

Sharon Smith - Clerk/RFO

**2. Minutes**

It was proposed by Cllr. Stephen Siddall, seconded by Cllr. Sarah Barrett, and agreed that the minutes for the meeting held on 1<sup>st</sup> October 2020 be signed as a true record. All in favour.

**3. Village Hall Matters**

a) Cllr. Ann Lambert reported that the Post Office will remain open during the second lockdown therefore it was important to ensure that the arrangements are in place to make the hall COVID-19 secure. Cllr. Lambert and Cllr. Kara Cowie completed a risk assessment and Cllr. Cowie is ready to buy the necessary equipment. Cllr. Lambert said it was necessary to keep the windows open for ventilation when the hall is in use and asked for approval for the Council to cover the additional heating costs. Cllr. Russell Pearce seconded. All in favour.

**ACTION: Clerk to unlock the electricity meter coin bank.**

b) The Council noted the previously circulated minutes from the recent meeting of the Friends. The requirements for an online booking system were discussed and Cllr. Paul Ashton agreed to further consider these ideas with the Chair of the Friends.

c) Cllr. Russell Pearce reported that maintenance work had been postponed again due to the second lockdown and it is likely to resume next spring.

**4. Finance**

It was proposed by Cllr. David Childs, seconded by Cllr. Ian Shaw and agreed to authorise the payments listed below. All in favour.

<b>Payee</b>	<b>Details</b>	<b>Amount</b>
Suffolk Coastal Norse	Quarterly Refuse Collection	£175.96
T G Askew	Road Planings	£482.40
Hazel Wheeler	Cleaning	£80.00
Kara Cowie	COVID-19 Hygiene Equipment	£368.56

**5. Next Meeting**

The Council confirmed the date and time of the next virtual meeting which is scheduled for Thursday 3<sup>rd</sup> December 2020 at 8:30 pm.

The meeting closed at 8:40 pm.