

**MINUTES OF A YOXFORD PARISH COUNCIL MEETING HELD IN YOXFORD VILLAGE HALL  
ON THURSDAY 6<sup>TH</sup> JUNE 2019 AT 7:30 PM**

**1. Attendance and Apologies**

**Attendees:**

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

**Apologies for absence:**

Cllr. John Walford - written and accepted  
Cllr. John Sutherell - written and accepted  
Cllr. Kelly Amzad - written and accepted  
Cllr. Ebony Woodall-Thomas - written and accepted  
District Cllr. Stephen Burroughes

**In Attendance:**

County Cllr. Richard Smith  
Sharon Smith - Clerk/RFO

**2. Declarations of Pecuniary and Non-Pecuniary Interest and Dispensations**

None.

**3. Public Forum**

County Councillor Richard Smith said he was pleased to contribute £200 towards the 'Yoxford Historic Walking Trail' leaflet. Cllr. Smith reported that next year's budget is already being considered but the current turmoil in central government creates difficulties. There is a lack of decision making due to Brexit and the best position that the County Council can hope for is that they are given the same last minute fixes as last year. The County Council is looking to potentially save another £25 million but there is very little left to cut.

**4. Minutes**

- a) It was proposed by Cllr. Paul Ashton, seconded by Cllr. Susan Hall and agreed that the minutes for the Annual Parish Meeting held on 16<sup>th</sup> May 2019 be signed as a true record. All in favour.
- b) It was proposed by Cllr. Stephen Siddall, seconded by Cllr. Ian Shaw and agreed that the minutes for the Annual Meeting held on 16<sup>th</sup> May 2019 be signed as a true record. All in favour.
- c) It was proposed by Cllr. Stephen Siddall, seconded by Cllr. Ann Lambert and agreed that the minutes for the Extraordinary Meeting held on 3<sup>rd</sup> June 2019 be signed as a true record. All in favour.
- d) There were no matters arising.

**5. Councillors' Meetings and Progress Reports**

- a) Yoxwood - Cllr. David Childs reported that the music event after the Open Gardens day was well attended.
- b) Yoxwood Lease - Cllr. Stephen Siddall reported that the owner of the adjoining land needs more time to approach Land Registry about the disputed position of the boundary.
- c) Village Hall - Cllr. Ann Lambert reported that the Trustees are taking forward the proposal to become a Charitable Incorporated Organisation. The Trustees are considering whether to pay for a schedule of works to be drawn up detailing the necessary work to improve the Village Hall.
- d) Work Party - Cllr. Ian Shaw reported that the footpath at the side of the churchyard was trimmed and some tidying up was done in the churchyard and at Mulberry Park. Cllr. Stephen Siddall agreed to trim the overgrown shrubs at the bottom of Strickland Manor Hill by Yoxford Place. Cllr. Russell Pearce said he had

sprayed the higher half and the weeds were now dying back.

e) Local Businesses - Cllr. Susan Hall reported that the business group rejected the proposed examples for a village sign which advertised individual businesses. The group now favours a wooden, more rustic sign, with minimal wording, drawing the A12 motorists' attention to the location of the centre of the village. The group suggested that the sign should not be considered in isolation and they should liaise with other village groups to ensure co-ordination of design, messaging and siting. The Council agreed that it would be favourable for the various groups to work together but it was felt that faster progress would be made if each group continued on its own. The next steps are to confirm if all members of the group would like a rustic/general sign, how the sign will be funded and if the members would be prepared to remove their own individual signage from the A12 if a new general sign is erected.

f) Neighbourhood Plan - Cllr. Paul Ashton reported that the first meeting to discuss the plan had been held and the scope was briefly outlined. Contact has been made with East Suffolk Council for help with the process. The next steps are to draft a succinct outline of the project and to ask for volunteers from the village to assist as community involvement is key to the success of this project.

## 6. Planning

a) On behalf of the Planning Advisory Group, Cllr. Stephen Siddall proposed that the Council makes no objections to planning application DC/19/1582/FUL - to remove part of wall beside footpath, drop curb, make hard standing/driveway to park cars - 3 Wallside, Little Street. Seconded by Cllr. Ian Shaw. All in favour.

b) On behalf of the Planning Advisory Group, Cllr. Stephen Siddall proposed that the Council makes no objections to planning application DC/19/2177/FUL - erection of new detached double garage and additional landscaping proposals - Grove Park, Strickland Manor Hill. Seconded by Cllr. Susan Hall. All in favour.

**ACTION: Clerk to inform the planning department.**

## 7. Parish Matters

a) Cllr. Paul Ashton proposed that the Council purchases a speed gun for use by the Community Speed Watch Team at a cost of £230.40 plus VAT. Seconded by Cllr. Ann Lambert. All in favour. District Cllr. Stephen Burroughes previously agreed to fund this speed gun from his Enabling Communities Budget Scheme.

**ACTION: Cllr. Paul Ashton to progress**

b) The Council agreed to support the proposal to introduce Traffic Regulation Orders on school entrance markings but to recommend that the school bus is permitted to drop off and pick up unsupervised children from the front entrance gate.

**ACTION: Clerk to respond.**

c) The Council noted the Tree Safety Inspection Report for Yoxwood. The Council discussed whether the owner or the tenant of Yoxwood is responsible for maintaining the trees.

**ACTION: Clerk to add to next month's agenda for further consideration.**

d) As Cllr. John Walford was absent, Cllr Paul Ashton agreed to review EN10012 - Sizewell C - EIA Scoping Notification and Consultation and consider whether to respond.

**ACTION: Cllr. Paul Ashton to progress.**

## 8. Annual Governance and Accountability Return (AGAR)

a) The Council approved the Certificate of Exemption.

b) The Council approved the Bank Reconciliation for the financial year 2018/19.

c) The Council approved the Accounts for the financial year 2018/2019.

d) The Council approved the Annual Governance Statement (Section 1) of the AGAR 2018/2019.

e) The Council approved the Accounting Statements (Section 2) of the AGAR 2018/2019.

- f) The Council noted the analysis of the Significant Variances from the previous financial year.
- g) The Council agreed to set the period for the exercise of public rights from 17 June to 26 July 2019.

**9. Finance**

- a) The Council noted the current financial position.
- b) The Council postponed the review of budgeted versus actual income and expenditure for Quarter 1 2019/2020 until the next meeting.
- c) The Council authorised the payments listed below:

<b>Details</b>	<b>Payee</b>	<b>Amount</b>	<b>Power</b>
Clerk's Salary	Sharon Smith	£418.68	LGA 1972 s.112
Stephen Siddall	HM Land Registry Title Deeds	£48.00	LGA 1972 s.111
Grass Cutting	RSC Landscapes Ltd	£736.80	LGA 1972 s.111
Quarterly Contribution (Q1 2019/2010)	Yoxford Village Hall	£240.50	LGA 1972 s.111

**10. Correspondence**

The Council noted the correspondence received between 12<sup>th</sup> May 2019 and 1<sup>st</sup> June 2019.

**11. Questions to the Chair**

In response to a question from Cllr. David Childs, the Chairman said he would try to attend the meeting with Flagship Housing at Yoxwood View playing area to inspect the fenced off football pitch.

**12. Next Meeting**

The date and time of the next meeting of the Council is scheduled for Thursday 4<sup>th</sup> July 2019 at 7:00 pm.

The meeting closed at 8:10 pm.

## Appendix I - Outstanding Actions

Meeting Date	Item Ref	Action	Responsibility	Comments
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 6d.
01/11/18	8d	Ask Village Hall Management Committee for permission to use Village Hall for its official registered address.	Cllr. Ann Lambert	Updated 06/06/19 - Cllr. Lambert to check Village Hall meeting minutes to ascertain whether previously discussed. If not, to be raised at the next meeting.
11/02/19	6e	Include a link to the Suffolk Constabulary website on the village website.	Cllr. Paul Ashton	
07/03/19	11a	Conduct a review of the condition of village assets.	Cllr. Paul Ashton/Cllr. Ian Shaw	
07/03/19	13b	Fix the faulty defibrillator - check electricity supply and whether the heat pad has expired.	Cllr. David Childs/Cllr. Ian Shaw	

## Appendix II - Financial Position

### Bank Balances

HSBC Community Account as at 17 May 2019	£19,542.64
N S & I Investment Account as at 1 January 2019	£10,876.85
United Trust Bank Business Bond as at 31 July 2018	£7,021.25
United Trust Bank Business Bond as at 27 December 2018	£5,183.05
	<u>£42,623.79</u>

### Earmarked and General Reserves

SMH Play Area	£1,170.85
Garden of Suffolk Map	£1,000.00
Local Businesses Sign	£1,000.00
Mulberry Park	£5,000.00
CIL Receipt 2018	£5,183.05
CIL Receipt 2019	£315.56
General Reserves	£7,050.00
	<u>£20,719.46</u>

### Bank Balances less Reserves

**£21,904.33**

### Income - May 2019

DS Memorials - Headstone (Lewis)	£75.00
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### Payments – June 2019

Sharon Smith - Clerk's Salary	£418.68
Stephen Siddall - HM Land Registry Title Deeds	£48.00
RSC Landscapes - Grass Cutting	£736.80
Yoxford Village Hall - Q1 2019/2020	£240.50
	<u>£1,443.98</u>

### Net Balance

**£20,535.35**

## **Appendix III - Correspondence**

### Suffolk Association of Local Councils

- a) E-bulletin - 10/05/19
- b) Launch of Suffolk Community Awards.
- c) NALC Consultation - Traffic Commissioners.
- d) Suffolk Day Celebration.
- e) Coastal Area Forum and notes from previous meeting.

### Other

- a) Yoxwood AGM Minutes.
- b) CAS Event - Suffolk Volunteering Conference.
- c) Suffolk Preservation Society - Response to DC/19/1637/FUL - Relocation of SZB Facilities.
- d) Environment Agency Consultation - Draft National Flood and Coastal Erosion Risk Management.
- e) Publication on Tourism Aggregated Database UK.