

**MINUTES OF A YOXFORD PARISH COUNCIL MEETING HELD IN  
YOXFORD VILLAGE HALL ON THURSDAY 2<sup>nd</sup> JANUARY 2020 AT 7:00 PM**

**1. Attendance and Apologies**

**Attendees:**

Cllr. Russell Pearce - Chair  
Cllr. John Sutherell  
Cllr. Ian Shaw  
Cllr. Ann Lambert  
Cllr. David Childs

**Apologies for absence:**

Cllr. Stephen Siddall - written and accepted  
Cllr. Paul Ashton - written and accepted  
Cllr. John Walford - written and accepted  
County Cllr. Richard Smith  
District Cllr. Stephen Burroughes

**In Attendance:**

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

The Council noted the letter of resignation from Cllr. Susan Hall.

**ACTION:** Clerk to notify the District Council and to write to Cllr. Susan Hall to thank her for her valued contribution to the Council.

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

None.

**3. Public Forum**

a) A resident asked if the County and District Councillors had confirmed their financial contribution to the Garden of Suffolk map.

**ACTION:** Clerk to email Cllr. Richard Smith and Cllr. Stephen Burroughes.

b) A resident informed the Council that the Together Against Sizewell C group had requested a judicial review of the District Council's approval of the destruction of Coronation Wood to make way for Sizewell B facilities. The resident alerted the Council to the crowdfunding campaign to support the judicial review and also reminded it of the upcoming screening of The Nuclear Trap film in various locations.

**4. Minutes**

It was proposed by Cllr. Ian Shaw, seconded by Cllr. Ann Lambert, and agreed that the minutes for the meeting held on 5<sup>th</sup> December 2019 be signed as a true record. All in favour.

**5. Matters Arising**

a) The Clerk informed the Council that a resident had reported that the defibrillator is still faulty. The Clerk tried to inspect it but could not open the cabinet using the authorisation code. This has been reported by email to the East of England Ambulance Service but no reply has been received yet despite sending a follow up reminder. Cllr. David Childs said the power supply to the defibrillator was working and that there may be a key which opens the cabinet.

**ACTION:** Cllr. Ian Shaw to look for a key.

b) The Council reviewed the outstanding actions list attached as Appendix I.

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

a) Yoxwood - the fencing to mark the boundary line has been erected.

**ACTION:** Cllr. Russell Pearce to record the line of the fence with photos of both ends and add a written note to the Land Registry title plan. Cllr. Stephen Siddall to draft a letter to exchange with the adjoining landowner confirming the basis of his use of the gateway.

b) Village Hall - there will be a leaflet drop to every household in the parish to inform residents of the AGM to be held on 22<sup>nd</sup> January and the proposal for the Council to be appointed Sole Corporate Trustee. The current Trustees have instructed Birketts to draft a Deed of Variation to effect the appointment. Cllr. Ann Lambert suggested that information about the Neighbourhood Plan could be included on the leaflet to ensure all residents are informed and to give them an opportunity to find out more. Cllr. Russell Pearce inspected the hall roof and will need to consult with a structural engineer about repair work. Cllr. Pearce asked for volunteers to help dig a trench to the front elevation of the hall to inspect the condition of the foundations, increase the air flow and improve drainage.

**ACTION: Clerk to inform Cllr. Paul Ashton about the leaflet drop. Cllr. Ian Shaw to contact the volunteers.**

c) Police - one crime of anti-social behaviour in Elmsley Way was reported in November 2019.

d) Church - Reverend Susan Warne, the assistant priest, is 'holding the fort' until a replacement can be found following Reverend Christine Redgrave's retirement.

e) Flagship Homes - it was agreed to send a follow-up letter from the Chairman to the CEO.

## 7. Councillor Vacancy

Cllr. Russell Pearce proposed that David Tower is co-opted to fill the Council's casual vacancy. Cllr. Ian Shaw seconded. All were in favour. David Tower completed the Declaration of Acceptance of Office Form. The Clerk signed as witness.

**ACTION: Clerk to notify the District Council of David Tower's appointment.**

## 8. Finance

a) The Council noted the current financial position. Attached as Appendix II.

b) The Council reviewed the budgeted versus actual expenditure for Q3 2019/2020.

c) The Council approved the budget for the financial year 2020/2021 and set the parish precept at £14,216.47 which represents a 0% change on the tax charge compared with last year.

d) It was proposed by Cllr. David Childs, seconded by Cllr. Ann Lambert and agreed to authorise the payments listed below. All in favour.

Details	Payee	Amount	Power
Clerk's Salary	Sharon Smith	£561.00	LGA 1972 s.112
Grass Cutting	RSC Landscapes Ltd	£62.40	LGA 1972 s.111
Walking Trail Leaflet Printing	Leiston Press	£196.00	LGA 1972 s.137
Yoxwood Fencing	Russell Pearce	£180.84	LGA 1972 s.111

## 9. Correspondence

The Council noted the correspondence received between 1<sup>st</sup> December 2019 and 23<sup>rd</sup> December 2019. Attached as Appendix III.

## 10. Questions to the Chair

None.

## 11. Next Meeting

The Council confirmed the date and time of the next meeting which is scheduled for Thursday 6<sup>th</sup> February 2020 at 7:00 pm.

The meeting closed at 8:20 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.
05/09/19	3a	Arrange a meeting with Highways to discuss traffic calming measures.	Cllr. Paul Ashton	
03/10/19	6c	Inspect condition of current Garden of Suffolk sign.	Cllr. Russell Pearce	
03/10/19	9	Make any necessary changes to the village website to ensure compliance with new Website Accessibility guidance.	Clerk/Cllr. Paul Ashton	
03/10/19	6b	Remove ivy from the dog bin at the Jubilee seat.	Cllr. Ian Shaw/Work Party	
03/10/19	6b	Examine the damage to the underside of the Jubilee seat thatch.	Cllr. Russell Pearce	
03/10/19	6b	Clean the finger post by the church and return the equipment to Cllr. Russell Pearce for storage.	Cllr. John Walford	
03/10/19	5g	Arrange for the litter pick donation to be paid into the Council's bank account	Cllr. Ian Shaw	
05/12/19	8b	Circulate a list of climate change initiatives.	Clerk	

## Appendix II - Financial Position

### Bank Balances

HSBC Community Account as at 6 December 2019	£18,506.68
N S & I Investment Account as at 1 January 2019	£10,876.85
United Trust Bank Business Bond as at 31 July 2019	£7,140.61
United Trust Bank Business Bond as at 27 December 2018	£5,183.05
	<u>£41,707.19</u>

### Earmarked and General Reserves

SMH Play Area	£1,170.85
Garden of Suffolk Map	£500.00
Mulberry Park	£5,000.00
Village Hall Refurbishment Project	£5,624.79
General Reserves	£7,050.00
	<u>£19,345.64</u>

### Bank Balances less Reserves

**£22,361.55**

### Income - January 2020

HMRC - VAT Reclaim	£766.06
Interment of Ashes - Nunn x 2	£140.00
	<u>£906.06</u>

### Payments – January 2020

Sharon Smith - Clerk's Salary	£561.00
RSC Landscapes - Grass Cutting	£62.40
Leiston Press - Walking Trail Leaflet Printing	£196.00
Russell Pearce - Yoxwood Fencing	£180.84
	<u>£1,000.24</u>

### Net Balance

**£22,267.37**

## **Appendix III - Correspondence**

### Suffolk Association of Local Councils

- a) E-Bulletins - 06/12/19, 20/12/19.
- b) Repairs to property relating to the affairs of the church - December NALC Legal Update.
- c) Buckingham Palace Garden Party 2020 Nomination Form.
- d) Planning Survey - deadline 31/01/20.
- e) East Suffolk Forum - 23/01/20 at Darsham.

### East Suffolk Council

- a) Cllr. Stephen Burroughes' Monthly Report - December 2019.
- b) Committee Management System (CMIS)
- c) Town and Parish Council Forum Invite - 24/01/20 at Melton.
- d) Community Partnership Website Now Live.
- e) Season's Greetings E-Card.
- f) Greenprint Forum - Event Flyer.
- g) Community Partnership Meeting - 06/02/20 at Wickham Market.
- h) Annual Budget Review Meeting - 14/01/20 at Melton.

### Sizewell

- a) SPR - East Anglia One North and Two Planning Inspectorate Representations Now Open.
- b) SPR - Investment in Skills and Employment.
- c) Sizewell C Community Forum - Update.

### Other

- a) ICO - Latest News.
- b) Rural Bulletin - Latest Edition.
- c) Suffolk Constabulary - Constable's County Newsletter.
- d) Suffolk Local History Council - Resignation of Recorder for Yoxford.