

**MINUTES OF THE YOXFORD PARISH COUNCIL MEETING HELD AT
YOXFORD VILLAGE HALL ON MONDAY 11th FEBRUARY 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
Cllr. John Sutherell

Apologies for absence:

None

In attendance:

Sharon Smith - Clerk/RFO

2. Declarations of Pecuniary and Non-Pecuniary Interests

None.

3. Public Forum

None.

4. Meeting Minutes

The minutes of the meeting held on Thursday 3rd January 2019, a copy of which had been previously circulated, were proposed by Cllr. Paul Ashton and seconded by Cllr. John Walford. They were approved as a true and accurate record and were signed by the Chair.

5. Matters Arising

- a) With reference to item 5c, it was agreed to change the date of the Annual Meeting to Thursday 16th May 2019.
- b) Cllr. Russell Pearce contacted Argus Hardy from Cockfield Hall to discuss two matters. First, a request to buy the playground land at Little Street which will be passed to the Estate Manager and, second, the missing milestone will be located and replaced.
- c) The outstanding actions are detailed in **Appendix I**.

6. Meetings and Progress Reports

- a) Yoxwood - the AGM is scheduled for 20th February 2019. The draft lease has been with the Steering Committee since early December 2018 but no response has been received yet.
- b) Village Hall - the AGM was well attended. Three Trustees stood down and one new Trustee was appointed. The Council noted a paper from the Management Committee summarising the discussion at the AGM about ways to improve the number of residents accessing the sports facilities. The Committee invited members to attend their next meeting on 27th February 2019 to further discuss the points raised. The Council also heard a summary of the findings from the structural engineers' report and the requirement for ongoing repairs.
- c) Cemetery - one memorial headstone was sold this month.
- d) Church - the building work is progressing. Concerns have been raised about the position and visibility of the skip. The PCC confirmed the skip is not on top of graves or cremated remains. The alternative position would be on the roadside which would incur a cost and cause more disruption.

e) Police - two anti-social behaviour offences were reported in December 2018. One in Oakwood Park and one at the junction of the A12 and B1122. There was a burglary in Peasenhall in January 2019 and a suspect, from London, was arrested and charged. Cllr. John Sutherell met informally with Simon Green, Community Engagement Officer, and Mark Beresford, Locality Inspector, to discuss local issues. Five subjects were discussed: (1) the police monitor and recognise patterns with incidents and anti-social behaviour, (2) if parked vehicles are not blocking the highway or footway it is not a police issue and individuals are not permitted to put 'no parking' signs out as there is no legal basis to prevent parking in a legitimate parking place, (3) the police are actively involved with the Sizewell C consultation and have visited Hinkley Point C to liaise with their counterparts, (4) PCSO Christian Haslett can help to reinvigorate the Community Speed Watch Team and (5) an online initiative called First Principle provides an A-Z of crime prevention advice.

ACTION: Cllr. Paul Ashton to include a link to the Suffolk Constabulary website on the village website.

f) Flagship Housing - the grass is beginning to grow and the fences are working to protect the area.

g) Work Party - some maintenance work was carried out on the Village Hall's car park surface and on trees and shrubs. The Council discussed purchasing a compactor to help fill pot holes in the car park.

ACTION: Cllr. Paul Ashton to research prices.

h) Local Businesses - the second meeting was held in January 2019 and the Sizewell C consultation, parking, speeding and the village sign were discussed. Further contact has been made with the Highways Community Liaison Engineer who asked for details of the size, content, materials, etc to be used for the village sign and whether it will be similar to other signs installed by Parish Councils. Following a request from the Clerk, SALC emailed all Parish Councils to ask for examples of permitted signs. Replies were mostly received from Councils in a similar situation with Highways. It was agreed the signs should be placed at the approaches to the village rather than in the centre. Examples of signs will be drafted and quotes received to be put to businesses for their agreement before submitting to Highways for approval. It may be possible to tie in funding for the sign with the Garden of Suffolk/Conservation Area promotion.

i) Elections - the Clerk summarised the previously circulated timetable and key points about the Parish and District Council elections to be held on 2nd May 2019.

7. Consultations

a) Cllr. Paul Ashton and Cllr. John Sutherell reported on the Joint Local Authority Group's meeting at High Lodge. The Council considered its initial response to the Sizewell C stage 3 public consultation. Cllrs. Ashton, Sutherell and Walford to meet this week to prepare a draft response in time for the public meeting on 16th February 2019.

b) Cllr. John Sutherell reported that the District Council's briefing on the final draft Local Plan was a good event. There has been no change to the plans for Yoxford or Darsham following the Council's response to the first draft Local Plan.

ACTION: Cllr. Paul Ashton to review the consultation document and to consider whether to respond with agreed findings from previous meetings.

c) The Council discussed its initial views on the District Council's recent appraisal and proposed extension to the Conservation Area. It was noted that the Conservation Area does not curtail new development but carefully manages any changes. The District Council last reviewed the Conservation Area in 2010 and its boundary has not been reviewed since it was first designated in 1973. The proposal is to substantially extend it to include the three historic parklands of Cockfield Hall, Grove Park and Rookery Park. The consultation began on 1st February 2019 and will run for two months. Robert Scrimgeour, SCDC's Principal Design and Conservation Officer, will attend the public meeting on 16th February 2019 to summarise the new appraisal and to encourage as many as possible to submit their comments to the District Council before the closing date of 29th March 2019.

d) The Council discussed the Scottish Power Renewables stage 4 public consultation and noted the developer's preferred site for the substations is at Friston.

ACTION: Cllr. John Walford to review the consultation document and consider whether a response is

required.

8. Village

- a) The Council postponed applying for a Neighbourhood Planning grant from Locality until after the election moratorium period.
- b) The Council postponed the discussion about the creation of a new village 'Garden of Suffolk' map.
ACTION: Clerk to add to next month's agenda.
- c) The quotation from Suffolk Coastal Norse to conduct a tree safety inspection at Yoxwood has not yet been received.
ACTION: Clerk to add to next month's agenda.
- d) It was agreed to register an interest in Yoxford being included as a location available for filming.

9. Councillor Vacancies

No applications were received.

10. Finance

- a) The Council noted the current financial position detailed in **Appendix II**.
- b) The Council approved the bank reconciliation for quarter 3 2018.
- c) The Council authorised the payments listed below. Proposed by Cllr. John Walford. Seconded by Cllr. Paul Ashton. All in favour.

Details	Payee	Amount	Power
Clerk's Salary	Sharon Smith	£418.68	LGA 1972 s.112
Yoxford Village Hall - Rent x 2 Extra Meetings	Yoxford Village Hall	£32.00	LGA 1972 s.111
Clerk's Training - Village Hall and Playfields Briefing - shared with Middleton Parish Council	Suffolk Association of Local Councils	£10.40	LGA 1972 s.111
Clerk's Training - Election Briefing - shared with Middleton and Theberton Parish Councils	Suffolk Association of Local Councils	£10.00	LGA 1972 s.111

11. Correspondence

The Councillors noted the correspondence received between 29th December 2018 and 2nd February 2019 detailed in **Appendix III**.

12. Questions to the Chair

- a) The Council noted that thorny hedge clippings had been left on Strickland Manor Hill. It was agreed that property owners are responsible for clearing their own hedge clippings.
- b) It was agreed to revert to the first Thursday of the month for the meeting in July 2019.

13. Dates and Times of Next Meetings

The date and time of the next Extraordinary meeting of the Council is scheduled for Saturday 16th February 2019 at 9:45 am.

The date and time of the next Ordinary meeting of the Council is scheduled for Thursday 7th March 2019 at

7:00 pm.

The meeting closed at 8:50 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.
03/05/18	5a	Draft a scale drawing of the proposed village business sign to put before Highways.	Cllr. John Walford	Cllr. Susan Hall taking forward.
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	
01/11/18	8d	Ask Village Hall Management Committee for permission to use Village Hall for its official registered address.	Cllr. Ian Shaw	

Appendix II – Financial Position

Bank Balances

HSBC Community Account as at 4 January 2019	£15,116.32
N S & I Investment Account as at 1 January 2018	£10,798.54
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>£38,119.16</u>

Earmarked and General Reserves

Earmarked Reserves - SMH Play Area	£1,170.85
General Reserves	£7,050.00
	<u>£8,220.85</u>

Bank Balances less Reserves

£29,898.31

Income - January 2019/February 2019

National Savings & Investments - Interest	£78.31
Cemetery - Memorial Headstone	£75.00
	<u>£153.31</u>

Payments – February 2019

Sharon Smith - Clerk's Salary	£418.68
Yoxford Village Hall - Rent x 2 Extra Meetings	£32.00
SALC - Village Hall and Playfields Briefing	£10.40
SALC - Election Briefing	£10.00
	<u>£471.08</u>

Net Balance

£29,580.54

Appendix III - Correspondence

Suffolk Association of Local Councils

- a) E-Bulletin – 21/12/18, 04/01/19, 18/01/19, 31/01/19
- b) GDPR E-Bulletin - Issue 5
- c) Buckingham Palace Garden Party Nominations
- d) School Travel Policy Changes

District Council and County Council

- a) SCDC - Suffolk Coastal Local Plan - Briefing Session and Presentation Slides
- b) SCDC - Suffolk Coastal Local Plan - Final Draft
- c) SCDC - Cllr. Stephen Burroughes Monthly Report - January 2019
- d) SCDC - Yoxford Conservation Area Appraisal
- e) SCDC - Love East Suffolk 2019 Litter Pick
- f) SCDC - Become one of the first East Suffolk Councillors Poster and Information Days
- g) SCDC - Location of Public Access Defibrillator
- h) SCC - Adult Social Care User Research

Suffolk Constabulary

- a) Specials Recruitment Poster
- b) Safer Neighbourhood Team Newsletters - January 2019
- c) Locality Meeting - 18/03/19

Energy Companies

- a) Planning Aid England - Sizewell C Stage 3 Consultation - Support to Parish and Town Councils
- b) Planning Aid England - Briefing Sessions and Presentation Slides
- c) EDF Energy - Sizewell C Stage 3 Public Consultation Begins
- d) EDF Energy - Sizewell B Community Newsletter - December 2018
- e) Substation Action/Save East Suffolk - National Grid Interconnector Projects
- f) Substation Action/Save East Suffolk - East Suffolk Energy Projects
- g) Darsham Parish Council - Poster re Sizewell C Public Meeting
- h) Sizewell Parishes Liaison Group Meeting and Chairman's Statement
- i) Email from a resident - Sizewell C Traffic Modelling
- j) Scottish Power Renewables - Non-Technical Summary and USB Stick
- k) Scottish Power Renewables - Phase 4 Public Consultation
- l) CTC Suffolk Cycling Group - Sizewell C Infrastructure Changes

Other

- a) Suffolk Accident Rescue Service Report
- b) Yoxford Village Hall AGM
- c) Email from a resident - Faulty Public Access Defibrillator
- d) UK Power Networks - Local Government Forum
- e) British Red Cross - Appeal for Volunteers
- f) Yoxford Cricket Club - Introduction from New Club Captain
- g) Email from a resident - Cemetery Green Bin
- h) Email from a resident - Village Hall Noise