

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

1. Attendance and Apologies

Attendees:

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:

Cllr. Russell Pearce - Chair - written and accepted.
County Cllr. Richard Smith

In attendance:

Sharon Smith - Clerk/RFO
District Cllr. Stephen Burroughes
4 members of the public

2. Declarations of Interests

None.

3. Public Forum

a) A representative from the Yoxford History Group informed the Council about the plan to produce a visitor leaflet in time for the summer season. The leaflet will depict a map of the village with local businesses and places of interest numbered and will cost approximately £350. The Council agreed to consider contributing financially after the election when purdah restrictions will be lifted.

ACTION: Clerk to add to May's agenda.

b) District Cllr. Stephen Burroughes referred to his previously circulated report. This month sees the last days of Suffolk Coastal as the new East Suffolk authority comes into being on 1st April 2019. Existing Councillors will carry on in the Shadow Authority until the District Council elections on 2nd May 2019. The Joint Local Authority Group's response to the Sizewell C consultation will be tabled for both Cabinet's approval next week. A press release will follow. Both the District Council and the County Council do not believe the benefits of the development will outweigh the dis-benefits. The Council thanked Cllr. Burroughes for all his hard work and support during the last year.

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 February 2019 be signed as a true record.

b) It was proposed by Cllr. John Sutherell, seconded by Cllr. John Walford and agreed that the minutes for the meeting of 11th February 2019 be signed as a true record.

c) It was proposed by Cllr. Ian Shaw, seconded by Cllr. Susan Hall and agreed that the minutes for the meeting of 16th February 2019 be signed as a true record.

5. Matters Arising

a) With reference to the meeting held on 16th February 2019, Cllr. Paul Ashton did not attend.

b) With reference to item 6g from the meeting held on 11th February 2019, the price of a compactor is approximately £300. The Council agreed to consider further after the election when purdah restrictions are lifted.

ACTION: Clerk to add to May's agenda.

c) With reference to item 7b from the meeting held on 11th February 2019, Cllr. Paul Ashton reported that there were no further observations to be made from his review of the final draft Suffolk Coastal Local Plan.

d) With reference to item 7d from the meeting held on 11th February 2019, Cllr. John Walford reported that there were no further observations to be made from his review of the Scottish Power Renewables stage 4 public consultation

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

6. Meetings and Progress Reports

a) Yoxwood - the Committee members were re-elected at the AGM. A shed has been erected and apple trees planted.

b) Yoxwood Lease - the new draft lease and title papers have gone out to Yoxwood's selected lawyers, Cross Ram Solicitors in Halesworth. Yoxwood need to confirm their precise legal status and name then decide whether to remain as an ordinary trust, with the trustees retaining personal liability, or whether to become a Charitable Incorporated Organisation. Cllr. Stephen Siddall to arrange to meet the Yoxwood Chairman to walk the boundary of Yoxwood and discuss any concerns.

c) Village Hall - at their last meeting the Committee discussed ways to improve the number of residents accessing the sports facilities. The structural engineer will attend the next meeting and the Committee will discuss repairs and costings. There is a pressing need for exterior lighting. The Committee are considering amenities for the grassed area outside the hall. Ideas include an outdoor gym, play equipment or a Petanque pitch. The Council agreed to consider using the Community Infrastructure Levy to support this after the election when purdah restrictions will be lifted.

ACTION: Clerk to circulate CIL leaflet and ascertain amount in SCDC Outdoor Playing Space Fund. Cllr. David Childs to progress the exterior lighting.

d) Cemetery - Cllr. John Walford and Cllr. Stephen Siddall to meet to discuss the two pieces of land either side of the approach to Yoxwood and the cemetery.

e) Church - the building works have uncovered tombs and vaults resulting in a large amount of information coming from the archaeologists. The big slabs will be incorporated in the new floor. The builder's fence has been extended to the boundary of the cremation plot to provide space to mix limecrete.

f) Police - the online reported crimes database has not been updated since December 2018.

g) Flagship Housing - the two fences may have been repaired, Cllr. John Sutherell trying to confirm. The grass on the football pitch is growing but needs more time and must remain protected by the fence. Cllr. John Sutherell to contact Flagship to acknowledge fence repair and to ask for a note to be delivered to residents to explain the action taken on the football pitch and to set expectations about the time for the grass growth.

h) Work Party - posts for the new village hall sign have been erected. Some tidying is required around the village. Cllr. John Sutherell to speak to a resident about overgrown shrubs at the bottom of Strickland Manor Hill.

i) Local Businesses - two designs have been drawn up for the business sign and quotes obtained. A sign similar to the one at Potton Hall will cost approximately £1,500 and could incorporate the proposed Garden of Suffolk village brand (item 9a refers). A sign similar to the new village hall sign will cost approximately £350 but will be DIY. Cllr. Susan Hall to present these alternatives to the Business Group for its opinion and to agree content. Approval will then be sought from Highways.

j) Community Speed Watch - the Council discussed a resident's concerns about speeding on the High Street/A1120. It was noted that the most effective traffic calming measures, the Speed Indicator Device and police enforcement, are already in place. The police also advocate the use of Community Speed Watch teams therefore this project will be progressed.

ACTION: Cllr. Paul Ashton to speak to the resident.

Cllr. John Sutherell apologised to the Chair as due to personal reasons he had to leave the meeting.

7. Consultations

a) The Council agreed with Cllr. Paul Ashton's broad outline of the response to the Sizewell C stage 3 consultation.

ACTION: Cllr. Paul Ashton to circulate draft response and call an EGM for final approval.

b) The Council discussed the District Council's appraisal of the conservation area and boundary review. It was agreed to support the proposed extension to the boundary to include the three historic parklands. The Council also agreed that recent development that has taken place in the existing conservation area through the exercise of permitted development rights has in the main been sympathetic to the character of the buildings and the village. Therefore the Council believe an Article 4(2) Direction withdrawing permitted development rights would be unnecessary at this stage as it would create bureaucracy for residents and the district council for little benefit. However, the Council supports a survey to establish the extent of harmful development more objectively and to review its position in light of the survey results. The Council noted that Waveney District Council currently does not charge a fee for planning applications from residents in its conservation areas with Article 4(2) directions for changes that would otherwise be permitted. The Council expects East Suffolk District Council to continue this approach for new and existing areas with Article 4(2) Directions.

ACTION: Cllr. Paul Ashton to draft a response, circulate for comment and submit.

8. Planning Applications

a) The Council agreed to support planning application DC/19/0665/TCA - 3 x oak trees, crown raise to give clearance off the building, road and footpath - Yoxford and Peasenhall Primary School.

b) The Council agreed to support planning application DC/19/0751/FUL - erection of new summerhouse and plant hut, with landscaping works including new garden walls, paving, planting and canal pool - Grove Park.

It was agreed to extend the meeting by 15 minutes.

9. Village

a) In response to a request from a resident, the Council agreed to consider contributing to the purchase of a new village 'Garden of Suffolk' map after the election when purdah restrictions are lifted. The new map would replace the old and faded sign outside Mulberry Park. The resident has contacted the artist who created signs for Framlingham and Wickham Market. Similar artwork will cost approximately £1,400 to £1,700 with further costs for a frame. Possible grant funding sources include the County Councillor's Locality Budget and the District Councillor's Enabling Communities Budget. Cllr. Susan Hall to obtain the local Business Group's opinion and to suggest coordinating the artwork into the business sign to create a 'village brand'. It was also suggested that leaflets displaying village walks could be created incorporating the map.

ACTION: Clerk to add to May's agenda.

b) 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.

c) It was proposed by Cllr. John Walford, seconded by Cllr. Ian Shaw and agreed to keep the number of grass cuts at three sites the same as last year.

ACTION: Clerk to progress a request for quotations.

10. Councillor Vacancies

Interest has been received from two residents.

ACTION: Clerk to arrange a meeting with a group of Councillors.

11. Administration

- a) The Council reviewed and approved the Asset Register.
ACTION: Cllr. Ashton and Cllr. Shaw to review condition of village assets.
- b) The Council reviewed and approved the Financial Regulations.
- c) The Council reviewed and approved the Standing Orders.
- d) The Council reviewed and approved the Internal Controls Statement.
- e) The Councillors noted the requirements of the Suffolk Local Code of Conduct.
- f) The Council agreed to appoint the Suffolk Association of Local Councils as internal auditor.
- g) The Council noted the LGA 1972 s. 137 expenditure limit for 2019/2020 is £4,985.68.

12. Finance

- a) The Council noted the current financial position detailed in **Appendix II**.
- b) It was proposed by Cllr. Susan Hall, seconded by Cllr. David Childs and agreed to authorise the payments listed below:

Details	Payee	Amount	Power
Clerk's Salary	Sharon Smith	£418.68	LGA 1972 s.112
Quarterly Contribution (Q1 2019)	Yoxford Village Hall	£240.50	LGA 1972 s.111
Annual Subscription	Sizewell Parishes Liaison Group	£30.00	LGA 1972 s.111

13. Correspondence

- a) The Councillors noted the correspondence received between 3rd February 2019 and 2nd March 2019 detailed in **Appendix III**.
- b) A resident reported faults with the defibrillator.
ACTION: Cllr. Ian Shaw to speak to the First Responder and Cllr. David Childs to check the power supply and heat pad.

14. Questions to the Chair

None.

15. Date and Time of Next Meeting

The date and time of the next meeting of the Council is scheduled for Thursday 4th April 2019 at 7:00pm.

Due to the Parish Council elections and purdah restrictions, the date of the Annual Parish Meeting will be moved to Thursday 16th May 2019 at 7:00 pm. The Annual Meeting of the Parish Council will follow shortly after.

The meeting closed at 9:15 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	

Appendix II – Financial Position

Bank Balances

HSBC Community Account as at 8 February 2019	£14,715.04
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>£37,796.19</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

£29,575.34

Income - February 2019

Allotments Association - Annual Rent	£200.00
	<u>£200.00</u>

Payments – March 2019

Sharon Smith - Clerk's Salary	£418.68
Village Hall - Quarterly Contribution	£240.50
SPLG - Annual Subscription	£30.00
	<u>£689.18</u>

Net Balance

£29,086.16

Appendix III - Correspondence

Suffolk Association of Local Councils

- a) E-Bulletin – 08/03/19, 20/03/19
- b) MHCLG Communities Framework - online survey.
- c) Newsletter - The Local Councillor.
- d) Pre-Election Period (Purdah) Advice.
- e) S137 Expenditure Limit 2019/2020.

District Council and County Council

- a) SCDC - Cllr. Stephen Burroughes Report - February 2019.
- b) SCDC - Conservation Area Appraisal and Boundary Review.
- c) SCDC - Election Nomination Packs.
- d) SCDC - Bowls Club registered as an Asset of Community Value.
- e) SCDC - Notice of Transfer to East Suffolk Council - 01/04/19.
- f) SCC - B1122 Road Repairs - March 2019.

Suffolk Constabulary

- a) Safer Neighbourhood Team Newsletter - February 2019.
- b) Invitation to Locality Meeting at Halesworth - 18/03/19.

Energy Companies

- a) EDF Energy - Sizewell C Project Update - February 2019.
- b) EDF Energy - Apology for technology problems during presentation to Parish Council.
- c) EDF Energy - Sizewell B Community Newsletter - January 2019.
- d) Together Against Sizewell C - EDF Plans to Build SZC.
- e) SPLG - AGM Minutes.
- f) SPLG - Submission to EDF Energy Sizewell C stage 3 consultation.
- g) SPLG - SZC Meeting Agenda - 08/03/19.
- h) SPR - East Anglia One North and Two Offshore Windfarms: Phase 4 Consultation.
- i) Planning Aid England - link to presentation slides and papers from workshops.

Other

- a) Village Hall - Plea for help clearing up after party - 02/02/19.
- b) Village Hall - Invitation to Committee Meeting - 27/02/19.
- c) Suffolk Preservation Society - Heritage Training - 12/03/19.
- d) Email from a resident regarding a dropped kerb.
- e) Email from a resident regarding a fault with the defibrillator.
- f) Community Action Suffolk - Membership Confirmation.
- g) Connecting Communities - English National Concessionary Travel Scheme.