

**MINUTES OF THE YOXFORD PARISH COUNCIL MEETING HELD IN
YOXFORD VILLAGE HALL ON THURSDAY 6th FEBRUARY 2020 AT 7:00 PM**

1. Attendance and Apologies

Attendees:

Cllr. Russell Pearce - Chair
Cllr. John Sutherell
Cllr. Ian Shaw
Cllr. David Childs
Cllr. John Walford
Cllr. Stephen Siddall

Apologies for absence:

Cllr. Paul Ashton - written and accepted
Cllr. Ann Lambert - written and accepted
Cllr. David Tower – written and accepted

In Attendance:

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

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

None.

3. Public Forum

a) County Cllr. Richard Smith reported that next year's budget, with a proposed precept of 4%, will be tabled for approval at the full Council meeting on 13th February 2020. Cllr. Smith's view is that the precept should only be raised by 2% or 3% as the government's contribution was higher than expected and other sources of funding have now been confirmed. The government's £9m contribution will be added to the County's reserves and £7m will be raised from Suffolk residents. Cllr. Smith also reported that EDF Energy intend to submit their application to the Planning Inspectorate for a Development Consent Order for Sizewell C by the end of February 2020. The outstanding information, particularly relating to the environment, will be made public as part of the application. It is presumed the timetable has been brought forward to ensure the skilled labour force from Hinkley Point C does not disperse, with its perceived economies of scale, before the construction of Sizewell C begins. Cllr. Smith informed the Council that the County Council boundaries are under review with a decision expected this summer. The divisions will be rationalised but will remain as single seats and the Councillors will fall from 75 to 70. Cllr. Smith concluded by confirming his offer of £200 from his Locality Budget towards the Garden of Suffolk map.

b) District Cllr. Stephen Burroughes reiterated the District Council's periodic concern that the benefits of Sizewell C may not outweigh the disbenefits. He referred to the recent planning decision to fell Coronation Wood to make way for Sizewell B facilities and said that reports had shown that many of the trees were diseased and would be replaced and planted in a better formation. Cllr. Burroughes, referring to his previously circulated report, said that the Strategic Outline Business Case for the Ipswich Northern Route has been published and the District Council are not in favour due to the major impact on communities. The District Council understands there is traffic congestion on the Orwell Bridge and around Ipswich therefore it is putting pressure on Highways England, who has authority for the A14 as a major trunk road, to propose a solution. In response to a question about the proposed re-trunking of parts of the A12, Cllr. Burroughes replied that this was necessary as it is the major route from Essex through to Norfolk. If the road was re-trunked, Highways England would have responsibility and it would therefore attract government funding for necessary improvements. He said it was unfair to expect the County Council to fund this work particularly with the prospect of the development of Sizewell C. Cllr. Burroughes informed the Council that the District Council now had enforcement powers for parking offences which will come into effect on 6th April 2020. He concluded by confirming his offer of £1,000 from

his Enabling Communities Budget towards the Garden of Suffolk map.

4. Minutes

It was proposed by Cllr. Ian Shaw, seconded by Cllr. David Childs, and agreed that the minutes for the meeting held on 2nd January 2020 be signed as a true record. All in favour.

5. Matters Arising

The Council reviewed the outstanding actions – attached as Appendix I.

6. Councillors' Meetings and Progress Reports

a) Yoxwood – Cllr. David Childs reported that the volunteers had recently planted 400 new indigenous trees costing around £1,500 in the new 1/3 acre parcel of land. The volunteers also extended the water supply to Yoxwood and the allotments.

b) Village Hall – Cllr. Stephen Siddall reported the following:

- i. that the Village Hall AGM held on 22 January 2020 approved, in general terms, the proposal for the Council to take over as Sole Corporate Trustee. The existing Management Committee agreed to continue to act as Trustees until the Council is formally appointed pursuant to a Deed of Appointment and Retirement;
- ii. the 1959 Trust Deed gives certain bodies the right to nominate Trustees. Some bodies do this, such as the Parish Council and the Parochial Church Council, but other bodies for various reasons have not been asked to do so for many years, such as the Cricket Club, the Methodist Church, the British Legion, the Women's Institute, etc. Acting on advice from Birketts, all these bodies have been asked to consent to a change to the terms of the Trust which removes this right. It is hoped that by the end of this month all will either have consented or deemed to consent by non-response. The Council will be signing a letter of consent;
- iii. Birketts are preparing three formal documents: an amended first schedule to the 1959 Conveyance removing the parts which are inconsistent with the Council being appointed Sole Corporate Trustee; a Deed of Appointment and Retirement; and a Deed of Indemnity (under which the Council indemnifies the current Trustees against any liability incurred to date);
- iv. the current Trustees will meet on 11th March 2020 to formally resolve that the Council is appointed Sole Corporate Trustee and they will sign both deeds but not date them;
- v. at the Council's meeting on 5th March 2020, a formal resolution will be tabled for approval and, if passed, both deeds will be signed on behalf of the Council by the Chairman and the Vice-Chairman (and witnessed by the Clerk) but not dated;
- vi. at the Council's meeting on 2nd April 2020, the deeds will be dated provided (a) there has been no objection from any of the bodies entitled to nominate Trustees and (b) the bank mandates have been changed. If the deeds are dated, the Council will hold its first separate formal meeting of the Village Hall Trust following the close of its usual Council meeting. If they are not, the deeds will be dated as soon as the two conditions are met and a separate first Trustees meeting will need to be arranged on that date;
- vii. once the deeds are signed and dated they will be effective and the amended constitution of the Trust will also become effective;
- viii. Birketts will then deal with (a) the transfer the unregistered freehold title to the Village Hall from the Official Custodian of Charity Lands to the Council and (b) the first registration of title to the property in the name of the Council.

Cllr. Russell Pearce gave thanks to a group of volunteers who helped to dig an exploratory trench around the Village Hall to enable the assessment of the damage caused by rot and damp. The trench revealed that part of the hall has no foundation therefore repair work will take place in this

area first. It was previously agreed that Community Infrastructure Levy funds will be used to fund this work and some materials will be provided for free by residents. It was agreed to open an account at Ridgeons in the Council's name to purchase necessary materials.

Cllr. Ian Shaw informed the Council that Suffolk ACRE offers a Village Hall Improvement Grant Fund which is closed at the moment but an Expression of Interest Form can be completed to enable contact to be made when further funding becomes available.

ACTION: Cllr. Russell Pearce to open an account at Ridgeons. Clerk to contact Suffolk ACRE.

c) Cemetery – there was one interment this month.

d) Sizewell – Cllr. John Walford referred to an article in the current issue of Private Eye which referred to the budget overrun at Hinkley Point C impacting EDF Energy's already falling profits, and the rising costs from EDF's priority to extend the lives of its 58 reactors in France. Analysis suggests that EDF will be hard pressed to complete Hinkley Point C and the cost of Sizewell C may be beyond the company. Cllr. Walford also informed the Council that at the recent Sizewell C Community Forum a question raised by Middleton Parish Council about the destruction of Coronation Wood to make way for Sizewell C was refused on the grounds that it related to Sizewell B. A complaint was made and the Secretariat has confirmed that EDF will be asked to answer the question at the next meeting under matters arising from the minutes of the last meeting as the subject is relevant to the construction of Sizewell C.

e) Church – Cllr. John Sutherell reported that services are well attended. There are plans to hold a new Coffee and Cake event, similar to Meet and Greet, every alternate Thursday. The next Parochial Church Council meeting will be held on 27th February 2020 and the Annual Meeting, which is open to the public, will be held on 24th March 2020. There is further work to be done to the electrics and a further meeting will be held with the architects to discuss outstanding work.

f) Flagship Homes – Cllr. John Sutherell reported that the fence and the playing field were in good condition. He referred to two letters received from Flagship in response to queries raised by the Council. The letters stated the following:

- i. an Estate Manager inspected the hedges and trees in and around the streets of the estate and concluded they were the responsibility of the homeowners and tenants;
- ii. a Grounds Maintenance Manager organised a team to tidy up the rough area around the playing field and he has arranged for the playing area to be cut eleven times per year and the winter schedule will be brought forward to keep the rough area tidy;
- iii. the District Council have been contacted to investigate responsibility with regard to rubbish bins and this situation will be clarified shortly;
- iv. with regard to the solar panels and heat pumps, over time as technology in energy efficiency has improved, the heat pumps have been upgraded and they no longer require solar panels to run. The cost of electricity has not increased with the upgrade. Flagship confirmed that, as far as they are aware, planning conditions in this regard have not been breached;
- v. a sign has been erected on the fence of the playing area advising the users of the rules and a sign has been fitted advising drivers that children are playing nearby;
- vi. with regard to the proposal for the Council to take responsibility for the playing field, Flagship confirmed that its solicitors have been instructed to contact the Council's solicitors to proceed with the transfer. The Council agreed to wait for one month for communication from Birketts about this matter and if none is forthcoming to write to Flagship again.

g) Police – Cllr. John Sutherell referred to the previously circulated Constable's County newsletter and drew attention to the rise of the police precept by £10 a year for a Band D property and the government's commitment to recruit 20,000 more police officers during the next 3 years. In Suffolk, the share will be around 170 new posts so by March 2021 there should be 54 more officers plus support staff operating in the County. Cllr. Sutherell informed the Council that three

crimes were reported in the parish in December 2019. The first was anti-social behaviour in Elmsley Way. The second was a vehicle crime at the junction of Brook Street and the A12 - an arrest has been made and the suspect charged. The third crime was anti-social behaviour on the B1122.

h) Community Speed Watch – Cllr. Paul Ashton reported by email that the initiative is on hold as only four volunteers have come forward. Eight or nine volunteers are required to make the scheme viable therefore another appeal will be made in the next edition of the Yoxford Yapper.

7. Councillor Vacancy

A resident had expressed an interest in applying for the vacancy and he attended the meeting as an observer.

8. Yoxwood

a) Cllr. Stephen Siddall reported that the parcel of land for sale next to the allotments was sold to another party subject to contract.

b) The Council decided not to use the new lawnmower elsewhere in the parish as the current contractor has back-up staff and equipment and the arrangement is working well.

c) Cllr. David Childs asked for the request to contribute financially to the provision of an outdoor seating area to be removed as the request had been sent in error.

d) The Council noted that the horse owner has created a new accessway from the A1120 to the field. It was agreed to monitor the situation.

9. Parish Matters

a) The Council agreed to accept the offer of grant funding from the District and County Councillors towards the artwork for the Garden of Suffolk map. With regard to the printing, frame, posts and installation of the map the Council agreed that costs must be kept down and local skilled people must be used where possible.

ACTION: Cllr. John Sutherell, Cllr. David Childs and Cllr. Ian Shaw to progress.

b) Cllr. David Childs proposed expenditure of £30 for a new keypad and key for the AED cabinet. Seconded by Cllr. John Sutherell. All in favour.

ACTION: Clerk to ensure the new key will open the cabinet before purchase.

c) The Council agreed to postpone consideration of climate change initiatives in the parish until the next meeting.

ACTION: Clerk to add to next month's agenda.

d) The Council agreed to ask the District Council for an extension to the deadline for its observations to planning application DC/20/0308/VOC – variation of condition of number 2 of DC/17/1039/FUL – proposed erection of two detached houses with detached double garages – site adjacent to Honeycroft, Middleton Road.

ACTION: Clerk to email the Case Officer.

10. Administration

a) The Council conducted the annual approval of the Financial Regulations.

- b) The Council conducted the annual approval of the Standing Orders.
- c) The Council noted the re-declaration of compliance with the Pensions legislation.
- d) The Council agreed to postpone the Annual Parish Meeting by one month due to the appointment of the Council as Sole Corporate Trustee of the Village Hall taking place at its April meeting. It was also agreed to move the Annual Meeting to Tuesday 5th May 2020 due to the Village Hall being used as a polling station for the Police and Crime Commissioner's election on Thursday 7th May 2020. Therefore, both the Annual Parish Meeting and the Annual Meeting will be held on Tuesday 5th May 2020.

11. Finance

- a) The Council noted the current financial position - attached as Appendix II.
- b) The Council approved the bank reconciliation for quarter 3 2019/2020.
- c) It was proposed by Cllr. David Childs, seconded by Cllr. John Sutherell and agreed to authorise the payments listed below en bloc. All in favour.

Details	Payee	Amount	Power
Clerk's Salary	Sharon Smith	£448.80	LGA 1972 s.112
Quarterly Contribution (Jan/Feb/Mar)	Yoxford Village Hall	£240.50	LGA 1972 s.111
Christmas Fayre Mulled Wine	Ian Shaw	£26.35	LGA 1972 s.137

12. Correspondence

The Council noted the correspondence received between 24th December 2019 and 1st February 2020 - attached as Appendix III.

13. Questions to the Chair

None.

14. Next Meeting

The Council confirmed the date and time of the next meeting which is scheduled for Thursday 5th March 2020 at 7:00 pm.

The meeting closed at 8:50 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	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	
02/01/20	6a	Yoxwood boundary – record the line of the new fence with photos of both ends and add a written note to the Land Registry title plan.	Cllr. Russell Pearce	
02/01/20	6a	Yoxwood boundary – draft a letter to exchange with the adjoining landowner confirming the basis of his use of the gateway.	Cllr. Stephen Siddall	

Appendix II - Financial Position

Bank Balances

HSBC Community Account as at 3 January 2020	£18,412.50
N S & I Investment Account as at 31 December 2019	£10,876.85
United Trust Bank Business Bond as at 31 July 2019	£7,140.61
United Trust Bank Business Bond as at 20 December 2019	£5,183.05
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	£41,613.01

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
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	£19,345.64

Bank Balances less Reserves

£22,267.37

Income - February 2020

United Trust Bank - Interest	£88.11
National Savings and Investments - Interest	£87.02
Interment – Cooper	£150.00
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	£325.13

Payments – February 2020

Sharon Smith - Clerk's Salary	£448.80
Village Hall – Quarterly Contribution	£240.50
Ian Shaw – Christmas Fayre Mulled Wine	£26.35
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	£715.65

Net Balance

£21,876.85

Suffolk Association of Local Councils

- E-bulletin – 10/01/20, 24/01/20.
- Ipswich Northern Route: Strategic Outline Business Case published as SCC and ESC are consulted.
- East Suffolk Forum.
- The Local Councillor – Latest Edition.

East Suffolk Council

- Cllr. Burroughes – January 2020 Report.
- Love East Suffolk 2020.
- Town and Parish Council Forum Agenda and Slides.
- Reports on Community Partnership Workshop on 06/02/20.
- Cllr. Burroughes - Contribution to Garden of Suffolk Map.

Suffolk County Councils

- a) Area Rights of Way Officer – Sign erected on Footpath 7.
- b) Cllr Smith – Contribution to Garden of Suffolk Map.

Sizewell

- a) TASC – Judicial Review Proceedings Against East Suffolk Council.
- b) EDFE – Sizewell B Community Newsletter.
- c) EDFE – Plans for Sizewell C.
- d) East Anglia Planning Alliance – Follow Up on Letter to Secretary of State for BEIS.
- e) TASC – Judicial Review on Coronation Wood/Pillbox Field Planning Decision.
- f) SPR – Investing in East Anglia.

Other

- a) Greenprint Forum – Winter Newsletter.
- b) Latest news from the ICO.
- c) Suffolk Constabulary – ESC now responsible for parking enforcement.
- d) Suffolk Neighbourhood Watch Association – request for donation.
- e) Village Hall – Notice of AGM.
- f) Email from a resident regarding the faulty AED.
- g) The Pensions Regulator – Redecoration of Compliance completed.
- h) Flagship Homes – Reply to our letter.
- i) Application from a resident for the Councillor vacancy.

Yoxwood Steering Group

- a) Fencing in the new field.
- b)