

**MINUTES OF THE YOXFORD PARISH COUNCIL MEETING HELD AT  
YOXFORD VILLAGE HALL ON THURSDAY 3<sup>rd</sup> JANUARY 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

**Apologies for absence:**

Cllr. Stephen Siddall - written and accepted  
Cllr. Susan Hall - written and accepted  
Cllr. Ann Lambert - written and accepted  
Cllr. John Sutherell - written and accepted  
District Cllr. Stephen Burroughes

**In attendance:**

Sharon Smith - Clerk/RFO  
County Cllr. Richard Smith  
Nick Newton - SCDC Arboriculture/Landscape Manager  
2 members of the public  
2 Village Hall Trustees

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

None.

**3. Public Forum**

a) County Cllr. Richard Smith reported that the draft budget had been examined by the Scrutiny Committee and will be finalised once government grants are confirmed. £25 million needs to be saved this year - the eighth year of savings. Cllr. Smith exhorted the Council to respond to the Sizewell C stage 3 public consultation and to encourage residents to submit individual responses. The County Council's stance is that it needs to be proven that the advantages of Sizewell C outweigh the disadvantages, both locally and nationally. Cllr. Smith has Cabinet responsibility for Sizewell and is Vice-Chair of the Joint Local Authority Group and will represent the Parish Council's interests. The public may email Cllr. Smith with their views or send him a copy of their response.

b) Nick Newton delivered an informative briefing about Tree Preservation Orders. In Yoxford there are three areas of trees protected by Orders - around Satis House, around the north boundary of Grove Park and the ash trees at the bowling green. The Conservation Area also confers some protection to trees but under different regulations. The Council reported that Highways severely pruned some trees on the A12 to which Mr Newton replied that if Highways deemed the work necessary and did not disturb nesting birds then this is not unlawful. Requests to protect trees by an Order are considered under three criteria: first, the tree must be under a recognisable threat; second, the tree must bring a significant amenity benefit to the local area; third, the tree must have a reasonable future in terms of age, disease, etc. If a tree is protected by an Order, written permission must be obtained from the planning authority to carry out any work. If a tree in a conservation area is not covered by an Order, and is more than 7.5 cm in diameter, written notice of any proposed work must be given to the planning authority at least six weeks before the work starts. This gives the authority the opportunity to consider protecting the tree with an Order.

**4. Meeting Minutes**

The minutes of the meeting held on Thursday 6<sup>th</sup> December 2018, 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 5a, the Council approved expenditure of £45 on a plaque for the cemetery. Proposed by Cllr. Paul Ashton. Seconded by Cllr. John Walford. All in favour. (LGA 1972 s.111)

b) With reference to item 14, the Council agreed to install further lighting outside the Village Hall by running a cable from the hall to the car park.

c) With reference to item 12b, the Clerk advised that the date of the annual meeting may need to change due to the elections.

**ACTION: Clerk to report back after attendance at SALC election training.**

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

## **6. Village**

The Council agreed, in principle, to support the governance of the Village Hall by becoming the sole/corporate trustee but not to be involved with operational matters. Two current Trustees were present at the meeting and the Council agreed with them that it was willing to work in partnership in terms of the strategic future of the Village Hall and to assist with any legal matters if it had the necessary expertise.

## **7. Meetings and Progress Reports**

a) Yoxwood - the Council agreed that its Work Party will help to clear any fallen trees, including those that may fall into a water course. The Council will consider having the trees inspected by Suffolk Coastal Norse who provide this service free of charge to Parish Councils.

**ACTION: Clerk to contact Suffolk Coastal Norse and add to next month's agenda.**

b) Village Hall - the monthly markets are not prospering therefore they will now be held quarterly and at Christmas. A recent survey showed no asbestos is present in the building.

c) Cemetery - the Council was saddened to note that former Parish Councillor Clive Connolly was interred today. Also, a plot was sold during the month.

d) Sizewell C - due to a clash with another Sizewell C public meeting, the Council's public meeting to present its draft response to the residents and to obtain feedback will be moved to 16<sup>th</sup> February 2019 at the Village Hall.

e) Church - will be closed from 3<sup>rd</sup> January 2019 for four months for building works.

f) Police - four crimes were reported in November 2018. One criminal damage in Elmsley Way, two public order offences in Meadowlands Close and one theft in The Lane towards the allotments.

g) Flagship Housing - the seeding of the football pitch has been completed and the barrier fencing is being respected. No proper repairs made to the boundary fences yet.

h) Local Businesses - an email has been sent to the Community Liaison Engineer at Highways to inform her that applying for an official Tourist Sign is not appropriate as the Council is seeking Highways' approval for the design and siting of its own sign and asking how to carry this forward.

i) Suffolk Coastal Local Plan - the Council's proposed modification to the settlement boundary to make some development possible on land to the west of the A12 and south of the Old High Road was rejected as the site does not fit with the pattern of development and because it is adjacent to ancient parkland.

## **8. Councillor Vacancies**

No applications received.

## **9. Budget/Precept**

a) Following amendments, the budget for the financial year 2019/2020 was approved.

b) The parish precept for the financial year 2019/2020 was set at £14,167.19 which represents a 0%

change on the tax charge compared with last year.

## 10. Finance

- a) The Council noted the current financial position detailed in **Appendix II**.
- b) The Council noted the budgeted versus actual income and expenditure for Q3 2018.
- c) The Council authorised the payments listed below. Proposed by Cllr Ian Shaw. Seconded by Cllr. John Walford. All in favour.

Details	Payee	Amount	Power
Clerk's Salary	Sharon Smith	£389.88	LGA 1972 s.112
Clerk's PAYE	HMRC	£28.80	LGA 1972 s.112

## 11. Correspondence

The Councillors noted the correspondence received between 2<sup>nd</sup> December 2018 and 28<sup>th</sup> December 2018 detailed in **Appendix III**.

## 12. Questions to the Chair

Cllr. John Walford informed the Council that a Yoxford resident is a Film Development Officer and asked the Council to consider putting Yoxford on her list of locations available for filming.

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

## 13. Date and Time of Next Meeting

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

The meeting closed at 8:55 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.
01/03/18	10c	Discuss with the Cricket Club their request for a donation to buy dome-shaped covers.	Cllr. Paul Ashton, Cllr. Susan Hall, Cllr. John Walford.	Apologised for delay in contacting.
03/05/18	5a	Draft a scale drawing of the proposed village business sign to put before Highways.	Cllr. John Walford	
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 7 December 2018	£15,429.00
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>£38,431.84</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

**£30,210.99**

### Income - December 2018/January 2019

Cemetery - Plot Reservation	£200.00
Cemetery - Interment and Plot Reservation	£350.00
	<u>£550.00</u>

### Payments – December 2018/January 2019

Citizens' Advice Bureau – Donation	£100.00
Sharon Smith (Office Furniture Online) – Filing Cabinet	£144.00
David Perry (Yoxford History Group) - Donation	£200.00
Sharon Smith - Clerk's Salary	£389.88
HMRC – Clerk's PAYE	£28.80
	<u>£862.68</u>

### Net Balance

**£29,898.31**

## **Appendix III - Correspondence**

### Suffolk Association of Local Councils

- a) E-Bulletin – 07/12/18 and 21/12/18.
- b) GDPR Bulletin – Issue 5.

### District Council and County Council

- a) SCDC - Cllr. Stephen Burroughes' December 2018 Report.
- b) SCDC – Assets of Community Value – Receipt of Applications.
- c) SCDC – Hold the Date – Suffolk Coastal Local Plan Briefing Session.
- d) SCC – Adult Social Care User Research.

### Suffolk Constabulary

- a) SNT Newsletter - November 2018.
- b) Special Constables Recruitment Event.

### Energy Companies

- a) EDF Energy - Sizewell B Newsletter - October 2018.
- b) EDF Energy – First EPR Nuclear Reactor Operational.
- c) Scottish Power Renewables – Land Interest Questionnaires.
- d) Scottish Power Renewables – Phase 3.5 Consultation Decision Announcement.
- e) Planning Aid England – Sizewell C Stage 3 Support.
- f) Sizewell Parishes Liaison Group – Meeting.

### Other

- a) Suffolk Accident Rescue Service – Grants to Community Organisations.