

**MINUTES OF A YOXFORD PARISH COUNCIL MEETING HELD IN
YOXFORD VILLAGE HALL ON THURSDAY 3rd OCTOBER 2019 AT 7:00 PM**

1. Attendance and Apologies

Attendees:

Cllr. Russell Pearce - Chair
Cllr. Paul Ashton - Vice Chair
Cllr. Ian Shaw
Cllr. John Walford
Cllr. Susan Hall
Cllr. Ann Lambert
Cllr. Stephen Siddall
Cllr. John Sutherell
Cllr. Ebony Woodall-Thomas

Apologies for absence:

Cllr. Kelly Amzad - written and accepted
Cllr. David Childs - written and accepted
District Cllr. Stephen Burroughes

In Attendance:

County Cllr. Richard Smith
Sharon Smith - Clerk/RFO
2 members of the public

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

None.

3. Public Forum

a) A resident thanked the Clerk for sending two sources of grant funding for an on-street, residential electric vehicle charge point but said she was not in a position to complete the forms. The Council discussed whether there might be a need in the village for a charge point and the costs of installation.

ACTION: Clerk to circulate links to funding.

b) County Cllr. Richard Smith thanked the Council for sharing its response to the Sizewell C stage 4 public consultation. Cllr. Smith has received around 150 responses and will share these with his senior officers. The Local Authorities held cabinet meetings last month and approved their responses to the consultation. The County Council cabinet had a good debate and submitted a robust response. The Local Authorities are continuing to meet with EDF on a regular basis in workshops. Cllr. Smith referred to the recent report that Hinkley Point C was behind schedule and above cost. EDF are expected to submit their application for a Development Consent Order in early 2020 but there is still a huge amount of work to do including the need to produce an Environment Statement. Cllr. Smith also said the County Council are in the early stages of drafting next year's budget. The Chancellor of the Exchequer recently announced his intentions and local government came out fairly well. However, the County Council still have an overspend of £8/£9 million due to expenditure on adult social care and SEN children and 2% of next year's budget is ring-fenced to meet these responsibilities. Council Tax can be increased to up to 4% but no decision has been taken on this yet.

4. Minutes

a) It was proposed by Cllr. John Walford, seconded by Cllr. Ann Lambert, and agreed that the minutes for the meeting held on 5th September 2019 be signed as a true record. All in favour.

b) It was proposed by Cllr. John Sutherell, seconded by Cllr. Paul Ashton, and agreed that the minutes for the Extraordinary meeting held on 19th September 2019 be signed as a true record. All in favour.

c) There were no matters arising.

5. Councillors' Meetings and Progress Reports

a) Village Hall - estimates have been received for work to be carried out mainly to the roof and to the small hall. The costs are considerable due to the specialist builders and materials required. The committee feel out of their depth as they are not familiar with building works therefore there may be a need to employ a project manager.

- b) Cemetery - a request has been received to place a small plastic memorial cross on a grave.
ACTION: Clerk to circulate details for the Council's consideration.
- c) Sizewell C - EDF are likely to apply for a Development Consent Order early next year. The Council only have four weeks to register with the Planning Inspectorate to submit comments on the application.
- d) Church - the re-ordering project is now completed except for minor snagging which will not require the church to be closed for builders. Display boards are being ordered to make it easier to use the church for exhibitions while respecting the primary purpose of the building. Arrangements are to be put in place to allow bookings to be made for activities in the church. The Quinquennial Inspection has been carried out and some restorative work will be required but the programme for this has yet to be planned. On 18th October there will be wine and cheese in the church in place of the traditional Harvest Supper held in the Village Hall. There will be a Thanksgiving Service on 27th October to mark the completion of the re-ordering project to which all members of the community are invited. Cllr. John Sutherell asked for voluntary help on periodic cleaning days and to tidy up the churchyard and rake the wildflower area after the final cut.
- e) Police - six crimes were reported in the parish in August. There was a public order offence on The Lane, a theft on High Street and a violence/sexual order offence on the A12 parking area south of Darsham station. These three crimes are under investigation. There were three anti-social behaviour crimes reported - one on The Lane, one on Old High Road and one in Oakwood Park. Suffolk Constabulary are warning the public about increased thefts from motor vehicles, with an emphasis on the theft of power tools.
- f) Flagship Housing - the grass and fences are in good condition. The area needs a litter pick and the area alongside the main fence would benefit from strimming and tidying. Cllr. Ebony Woodall-Thomas reported that some residents had received letters from Flagship asking them to remove children's bikes and bins from their frontages as they were in breach of their tenancy agreements. However, the bins cannot be put down the alleyways as these are overgrown with thorny bushes. The residents pay a service charge to Flagship however they have not seen any work carried out. Cllr. Woodall-Thomas said the litter problem arises as there are no lids on the park bins and if the bins are not emptied then the litter blows out in high winds. Cllr. Woodall-Thomas suggested there should be signage to alert drivers that there is a park and children are playing. Cllr. Woodall-Thomas also reported that 16 houses have been fitted with replacement air source heating pumps which are not compatible with the solar panels. These are now redundant but were a condition of the planning consent. With regard to the possible takeover of the playing field, Cllr. John Sutherell said he has repeatedly tried to reach Carla Ridgeway from Flagship but has not received a response. The Council agreed to write formally to the Head Office to discuss the way forward.
ACTION: Cllr. John Sutherell and Cllr. Woodall-Thomas to take these issues forward.
- g) Work Party - Cllr. Ian Shaw is arranging for a donation for litter picking, received from Suffolk Coastal Norse, to be paid directly into the Council's bank account. The Work Party will rake the cuttings from the wildflower meadow and the trees in Mulberry Park need some attention.
- h) Village Businesses Sign - Cllr. Susan Hall put forward an idea for a sign to the Community Liaison Engineer at Highways for her approval or feedback. No response has been received yet.
- i) Neighbourhood Plan - no further progress has been made but the intention is still to consult with residents by the end of November, either by leaflet drop or public meeting.
- j) Community Speed Watch - the speedgun has not been purchased as PCSO Christian Haslett has advised against buying from this supplier, perhaps due to the inaccuracy of the device. The Council may need to buy a more accurate model which will cost more. However, it is questionable how precisely accurate the speedgun needs to be as the results are not enforceable and are only there to dissuade drivers from speeding.
ACTION: Cllr. Paul Ashton was authorised to buy a similarly priced model.

6. Parish Matters

- a) The Council discussed the Yoxwood lease, which is due to expire next month, and it was agreed that Cllr. Russell Pearce and Cllr. Stephen Siddall would meet with two representatives from Yoxwood

Steering Group to agree a way forward. With regard to the boundary fence, no response has been received from the neighbouring landowner therefore it was agreed to erect a fence in the correct position.

ACTION: Cllr. Russell Pearce to research costs for necessary materials.

b) Cllr. Paul Ashton and Cllr. Ian Shaw reported on the review of Council owned village assets and the following actions were agreed:

- Clerk to update the asset register to record the movement of the bench from the front of the church to Yoxwood;
- Work Party to remove ivy from the dog bin at the Jubilee seat;
- Cllr. Russell Pearce to examine the damage to the underside of the Jubilee seat thatch;
- Cllr. John Walford to clean the finger post by the church and return the equipment to Cllr. Russell Pearce for storage.

c) The Council discussed the proposed 'Garden of Suffolk' map. Dimensions have been provided but questions remain related to costs, funding, rights to the artist's work, whether it will be provided digitally, etc. The Council noted that a tree is growing into the current sign and therefore it needs to be removed.

ACTION: Cllr. Paul Ashton and Cllr. Ebony Woodall-Thomas to take forward. Clerk to ascertain funding amounts committed by the District and County Councillors. Cllr. Russell Pearce to inspect the current sign.

7. Administration

a) The Council approved and adopted a Subject Access Request Policy and Procedure.

ACTION: Clerk to upload to website.

8. Finance

a) The Council noted the current financial position.

b) The Council noted the budgeted versus actual income and expenditure for Quarter 2 2019/2020.

c) It was proposed by Cllr. Ebony Woodall-Thomas, seconded by Cllr. Ian Shaw, and agreed to authorise the payments listed below. All in favour.

Details	Payee	Amount	Power
Clerk's Salary	Sharon Smith	£418.68	LGA 1972 s.112
Clerk's Expenses	Sharon Smith	£56.73	LGA 1972 s.111
Grass Cutting (invoice 5657)	RSC Landscapes	£430.80	PHA 1936 s.87

9. Correspondence

a) The Council noted the correspondence received between 1st September 2019 and 28th September 2019.

ACTION: Clerk to ascertain whether the Local Government Boundary Review affects Yoxford. Clerk and Cllr. Paul Ashton to make any necessary changes to the village website to ensure compliance with new Website Accessibility guidance.

10. Questions to the Chair

a) Cllr. Ann Lambert asked if a response had been received from East Suffolk Council regarding the reported long-term empty house in High Street.

ACTION: Clerk to follow up.

11. Next Meeting

The Council confirmed the date and time of the next meeting which is scheduled for Thursday 7th November 2019 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.
07/03/19	13b	Fix the faulty defibrillator - check electricity supply and whether the heat pad has expired.	Cllr. David Childs/Cllr. Ian Shaw	
05/09/19	6c	Prune the mulberry tree and others at Mulberry Park.	Cllr. Russell Pearce/Cllr. Ian Shaw	

Appendix II - Financial Position

Bank Balances

HSBC Community Account as at 6 September 2019	£13,743.78
N S & I Investment Account as at 1 January 2019	£10,876.85
United Trust Bank Business Bond as at 31 July 2019	£7,021.25
United Trust Bank Business Bond as at 27 December 2018	£5,183.05
	<u>£36,824.93</u>

Earmarked and General Reserves

SMH Play Area	£1,170.85
Garden of Suffolk Map	£500.00
History Group Leaflet	£102.00
Local Businesses Sign	£1,000.00
Mulberry Park	£5,000.00
CIL Receipt 2018	£5,183.05
CIL Receipt 2019	£315.56
General Reserves	£7,050.00
	<u>£20,321.46</u>

Bank Balances less Reserves **£16,503.47**

Income - July/September 2019

United Trust Bank - Interest	£119.36
Precept - 2 nd Instalment	£7,083.59
	<u>£7,202.95</u>

Payments – September/October 2019

Suffolk Preservation Society - Membership and Course	£60.00
Sharon Smith - Clerk's Salary	£418.68
Sharon Smith - Clerk's Expenses	£48.33
RSC Landscapes - Grass Cutting	£56.73
	<u>£583.74</u>

Net Balance **£23,122.68**

Appendix III - Correspondence

Suffolk Association of Local Councils

- a) Suffolk Coastal Area Forum - AONB Report, Summary Notes and Meeting Notes.
- b) E-Bulletin - 13/09/19 and 26/09/19.
- c) Bitesize Training - Website Accessibility.
- d) Change to AGM Date - 26/11/19 at Elmswell Village Hall.
- e) Suffolk Community Awards 2019 Presentation Evening Press Release.

Consultations

- a) Independent Review into Local Government Audit - online survey, deadline 15/10/19.
- b) SALC - Review of Governance Arrangements Extended - online survey, deadline 31/10/19
- c) East Suffolk Council - Council Tax Support Consultation - online survey, deadline 03/11/19.
- d) East Suffolk Council - Historic Environment Supplementary Planning Document - online survey, deadline 25/10/19.
- e) Local Government Boundary Review - Have Your Say on County Division Arrangements - online survey, deadline 02/12/19.

Suffolk County Council

- a) Local Government Boundary Review - invitation to briefing - 10/10/19 at Endeavour House.

East Suffolk Council

- a) East Suffolk Partnership Annual Forum - Shaping our Future invitation - 15/09/19 at Trinity Park.
- b) Legal Advice regarding Co-option of Committee Members.
- c) East Suffolk Community Workshops - Save the Date - 11/11/19 with Beccles, Bungay and Halesworth or 28/11/19 with Aldeburgh, Leiston and Saxmundham.

Sizewell

- a) National Planning Casework Unit - Call-In of Sizewell B Planning Application under consideration.
- b) Suffolk Preservation Society - Response to Sizewell C Stage 4 Consultation.
- c) Together Against Sizewell C - Public Meeting on 26/10/19 in Colchester.
- d) Darsham Parish Council - Response to Sizewell C Stage 4 Consultation.
- e) EDF Energy - Hinkley Point C Update.
- f) SPLG - Minutes of the 13/09/19 Meeting.
- g) SPLG - Draft Response to Sizewell C Stage 4 Consultation.

Suffolk Constabulary

- a) Stop and Search Scrutiny Meeting - 25/09/19 at Lowestoft.
- b) Increase in Thefts from Vehicles in East Suffolk.
- c) Thefts of Catalytic Convertors.
- d) Upcoming Public Meetings with Tim Passmore, Police and Crime Commissioner - 10/10/19 at Oulton Broad.

Other

- a) Rural Services Network Funding Digest - September 2019.
- b) Rural Services Network - The Rural Bulletin - September 2019.
- c) Information Commissioner's Office - Latest News.
- d) Framlingham Town Council - reply regarding posts for town sign.
- e) Roadside Nature Reserve - Project Review.