

**MINUTES OF THE YOXFORD PARISH COUNCIL MEETING HELD IN
YOXFORD VILLAGE HALL ON THURSDAY 5th MARCH 2020 AT 7:00 PM**

1. Attendance and Apologies

Attendees:

Cllr. Russell Pearce – Chair
Cllr. Paul Ashton – Vice Chair
Cllr. Ann Lambert
Cllr. David Tower
Cllr. Ian Shaw
Cllr. David Childs
Cllr. John Walford
Cllr. Stephen Siddall

Apologies for absence:

Cllr. John Sutherell – written and accepted
County Cllr. Richard Smith
District Cllr. Stephen Burroughes

In Attendance:

Sharon Smith - Clerk/RFO
3 members of the public.

Cllr. Russell Pearce arrived late therefore Cllr. Paul Ashton chaired the meeting.

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

None.

3. Councillor Vacancies

Cllr. Paul Ashton proposed that Sarah Barrett and Kara Cowie are co-opted to fill the Council's casual vacancies. Cllr. Stephen Siddall seconded. All in favour. Sarah Barrett and Kara Cowie completed the Declaration of Acceptance of Office Forms. The Clerk signed as a witness.

ACTION: Clerk to notify the District Council of the appointments.

4. Public Forum

None.

5. Minutes

a) It was proposed by Cllr. John Walford, seconded by Cllr. David Childs, and agreed that the minutes for the meeting held on 6th February 2020 be signed as a true record. All in favour.

b) It was proposed by Cllr. David Tower, seconded by Cllr. Stephen Siddall and agreed that the minutes for the Extraordinary meeting held on 24th February 2020 be signed as a true record. All in favour.

6. Matters Arising

None.

7. Councillors' Meetings and Progress Reports

a) Yoxwood – the Clerk reported that she had collected a bundle of financial papers from the Steering Committee and will liaise with them to help with managing the group's finances.

b) Cemetery – there was one memorial headstone applied for this month.

c) Sizewell – Cllr. John Walford reported that he had submitted a letter on behalf of the Council to the Planning Inspectorate regarding the validity of EDF Energy's proposed application for a Development Consent Order ('DCO') for Sizewell C. Cllr. Walford said it is now expected that

EDF will submit their application for a DCO by 31st March 2020 and he is willing to prepare the Council's response. It was agreed to identify the key points from the Council's responses to the EDF Energy public consultations and to research how to respond to a DCO application.

ACTION: Cllr. John Walford to circulate a copy of the letter to the Planning Inspectorate.

d) Church – Cllr. John Sutherell reported by email that the Annual Parochial Church Council meeting will be held on 24th March 2020 at 7:00 pm. All are welcome to attend and refreshments will be served.

e) Flagship Homes – no update.

f) Police – Cllr. John Sutherell reported by email that 12 offences were reported in January 2020. There was one vehicle crime on Old High Road – no suspect was identified. There was one violence/sexual offence on Strickland Manor Hill – no suspect was identified. There was one violence/sexual offence on Elmsley Way – no suspect was identified. Three crimes were reported in Meadowlands Close – one criminal damage – the police were unable to prosecute the suspect, one violence/sexual offence – the police were unable to prosecute the suspect and one violence/sexual offence – the offender was cautioned. Three crimes were reported on Middleton Road – one drugs offence which is under investigation and two violence/sexual offences which are under investigation. There was a burglary on Westleton Road – no suspect identified. There was a public order offence on the parking area on the A12 but it was not in the public interest to prosecute the suspect. There was one violence/sexual offence at Darsham train station which is under investigation by the British Transport Police. The Council noted that this was the highest number of crimes reported in one month for quite some time.

g) Work Party – no update.

h) Neighbourhood Plan – Cllr. Paul Ashton reported that rather than volunteering to undertake jobs in the parish, such as cleaning road signs and cutting back verges, there may be opportunities to raise money through the Localism Act to employ local people to carry out this work. The monetary amount raised will not meet the entire costs therefore the precept may need to be increased. Cllr. Ashton recommended that residents are consulted for their views before taking this idea forward.

i) Garden of Suffolk Map – Cllr. Ian Shaw reported that two artists have been identified to create the artwork. The first artist quoted £1,500 and the second quoted £950. Both would provide the artwork digitally which would need to be printed onto dibond composite sheeting. Funds raised so far are £1,200 from the County and District Councillors. An application has been submitted to Adnams Community Trust for a grant for £1,500 with a decision expected in early April 2020. Cllr. David Childs reported that he had received a quotation from Peggs for a galvanised metal frame which will cost £250. The Council agreed to inspect examples of both artists' work with a view to making a decision at the May meeting once the outcome of the Adnams grant application is known. The Council will also decide upon a metal or an oak frame at that meeting. Cllr. Sarah Barrett suggested that decorative metalwork may be preferable.

ACTION: Clerk to circulate both examples of artworks and upload to the website for residents' views.

j) Village Hall –

i) Cllr. Russell Pearce met with a structure engineer who was knowledgeable and helpful about the condition of the roof. Cllr. Pearce proposed that the Council hires him for approximately £750. Cllr. David Childs seconded. All in favour. The expenditure will be taken from the Community Infrastructure Levy previously ring-fenced for the Village Hall.

ii) Cllr. Stephen Siddall reported that the Consortium Multi Academy Trust contacted the Trustees to request access through the back gate for the primary school's swimming pool refurbishment. As it is proposed that the Council will be Sole Trustee when the construction work is undertaken, the Trustees asked the Council to decide upon the matter. It was agreed that a reasonable fee should be charged for the use of the Village Hall Trust's land, as compensation for inconvenience to the Village Hall users and to reflect both the importance of the school to the local community and also the importance of the Village Hall to the village. Cllr. David Childs proposed a fee of £5,000. Seconded by Cllr. Ian Shaw. All in favour.

ACTION: Cllr. Stephen Siddall to draw up a licence and liaise on behalf of the Village Hall Trustees with the Consortium Multi Academy Trust.

8. Village Hall

Yoxford Village Hall Trust ("Charity") constituted by a Conveyance and Trust Deed dated 15 August 1959 ("Trust Deed") registered charity number 304846)

The Council noted the following:

1. On 22 January 2020, the AGM of the Charity passed a resolution to approve the appointment of YPC as sole corporate trustee of the Charity, subject to completion of any necessary Deed of Retirement and Appointment and all consequent enabling variations to the Trust Deed AND ALSO resolved that the existing elected (i.e. non-representative) Committee Members should be re-elected pursuant to Clause 3(2) of the Trust Deed and existing representative Committee Members (of the PCC and YPC) continue to act as trustees of the Charity until a formal Deed of Appointment and Retirement had been executed.
2. It was noted that the Trust Deed gave the right to appoint representative trustees to various bodies and the consent of those bodies to the change of trustee is required. Of those bodies which still exist, formal consent has been received by the Charity from all except the British Legion (who are currently considering the request) and the PCC (who it is understood have no objection in principle and whose formal consent is awaited).
3. It was further noted that in order for YPC to be appointed as sole corporate trustee, certain amendments are required to be made to the trusts of the Charity (which are set out in the First Schedule to the Trust Deed) and that the appropriate resolution to give effect to these amendments is intended to be passed at the next meeting of Committee Members of the Charity to be held on 11 March 2020.
4. It was further noted that the intention of YPC is (following execution by both the Committee of Management of the Charity and YPC) to complete the Deeds and to take over as sole corporate trustee of the Charity at a meeting to be held on 2 April 2010.
5. The following documents are presented to Councillors for consideration and approval:
 - amended First Schedule to the Trust Deed;
 - draft Deed of Appointment and Retirement and draft Deed of Indemnity ("Deeds").

Cllr. Stephen Siddall proposed that the Council approve the following resolutions. Cllr. Ann Lambert seconded. All in favour.

1. To become sole corporate trustee of the Charity on the terms of the Trust Deed (subject to amendment as already approved) and subject to completion of both Deeds;

2. To authorise Councillors Russell Pearce and Paul Richard Ashton to sign both Deeds on behalf of YPC in the presence of Sharon Smith, Parish Clerk, being the Proper Officer for the purpose;

3. To authorise the Parish Clerk to forward the Deeds (executed by YPC but undated) to the Charity for execution by the Committee of Management at their proposed meeting on 11 March 2020 (and return undated to her).

9. Planning

a) Cllr. Stephen Siddall proposed to support 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. Cllr. Russell Pearce seconded. All in favour.

b) Cllr. Stephen Siddall proposed to support planning application DC/20/0762/FUL – construction of new side extension (to form new utility room) and porch to front elevation – 2 The Evergreens, Brook Street. Cllr. Russell Pearce seconded. All in favour.

c) Cllr. Stephen Siddall proposed to support planning application DC/20/0730/FUL – erection of building comprising office for use in connection with operation of the coal yard and 4 bay cart lodge for use by the occupants of the adjacent two residential dwellings. Cllr. Russell Pearce seconded. All in favour.

ACTION: Clerk to inform the planning department.

10. Administration

a) The Council conducted the annual review and approval of the Asset Register.

b) The Council conducted the annual review and approval of the Internal Controls.

c) The Council refreshed itself of the requirements of the Suffolk Local Code of Conduct.

11. Finance

a) The Council noted the current financial position - attached as Appendix II.

b) It was proposed by Cllr. Stephen Siddall, seconded by Cllr. John Walford and agreed to authorise the expenditure listed below. All in favour.

Details	Payee	Amount	Power
Clerk's Salary	Sharon Smith	£448.80	LGA 1972 s.112
Councillor Training	Suffolk Association of Local Councils	Up to £150.00	LGA 1972 s.111

12. Correspondence

The Council noted the correspondence received between 2nd February 2020 and 29th 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 2nd April 2020 at 7:00 pm.

The meeting closed at 8:30 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 – 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

HSBC Community Account as at 7 February 2020	£17,966.27
N S & I Investment Account as at 31 December 2019	£10,963.87
United Trust Bank Business Bond as at 31 July 2019	£7,140.61
United Trust Bank Business Bond as at 20 December 2019	<u>£5,271.16</u>
	<u>£41,341.91</u>
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	<u>£7,050.00</u>
	<u>£19,345.64</u>
Bank Balances less Reserves	£21,996.27
Income - March 2020	
Memorial Headstone - Nunn	£75.00
Allotment Association - Rent	<u>£200.00</u>
	<u>£275.00</u>
Payments – February 2020	
Sharon Smith - Clerk's Salary	£448.80
Net Balance	£21,822.47

Appendix III - Correspondence

Suffolk Association of Local Councils

- a) E-bulletin – 07/02/20, 20/02/20.
- b) Trade Union Pay Claim Update.
- c) Coronavirus Advice from the NHS.
- d) Suffolk Coastal Area Forum – 12/03/20 at Stratford St Andrew.

East Suffolk Council

- a) Cllr. Stephen Burroughes – February 2020 Report.
- b) Advice Session for Parish Clerks on Planning Applications.
- c) Planning – Material Considerations.
- d) Assets Of Community Value Right To Bid Workshop.
- e) Monitoring and Open Data Update.
- f) Suffolk Refill Directory Launched.
- g) Dog Control – Statutory Consultation for 9 PSPOs.
- h) Parking Consultation Launch.
- i) Confirmation of Conservation Area Boundary Extension.

Suffolk County Council

- a) Upcoming Highways Works to B1122.
- b) Grass Cutting Programme 2020.
- c) School Entrance Markings Traffic Regulation Order.
- d) Various Traffic Regulation Orders in East Suffolk.
- e) Funded School Travel 2020/2021.

Sizewell

- a) TASC – Public Meeting – 14/03/20 at Saxmundham.
- b) Friends of the Earth – Public Meeting – 03/03/20 at Halesworth.
- c) Middleton cum Fordley Parish Council – ESC Response to FOI Request.
- d) SPR – East Anglia One North and Two Notices.
- e) Environment Agency – Response to Sizewell C Stage 3 Consultation.
- f) SPR – See how one trainee benefitted from our projects in East Anglia.
- g) TEAGS – Position and Talking Points in preparation for EDF submitting its DCO application.
- h) Anglian Energy Planning Alliance – Energy projects planned for Suffolk Heritage Coast.

Suffolk Constabulary

- a) Constable's County Newsletter.
- b) Police Locality Meeting – 26/02/20 at Halesworth.
- c) How's Our Interaction?
- d) Public Survey.
- e) Police Connect Snapshot Message.

Other

- a) Suffolk Preservation Society – Climate Emergency – Water Crisis.
- b) Information Commissioner's Office – Latest News.
- c) Query from a resident regarding the A12.
- d) CAS – Important information for Village Halls and Community Buildings.
- e) Suffolk Coastal Disability Forum Meeting.

- f) Yoxwood AGM Minutes.
- g) Adnams Community Trust – Acknowledgement of Grant Application.