**1. Attendance and Apologies**

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| **Attendees:**Cllr. Paul Ashton – Vice ChairCllr. David ChildsCllr. Janet GardnerCllr. Laura GreenbergCllr. Nicol McCallumCllr. Russell Pearce – ChairCllr. Ian ShawCllr. David TowerCllr. Hazel Wheeler | **Apologies for absence:**Cllr. Ian Paterson– written and acceptedCllr. Sarah Barrett – written and acceptedCounty Cllr. Richard SmithDistrict Cllr. Stephen Burroughes**In attendance:**Trudy Charles - Clerk/RFOSeven members of the public |

**2. Councillors' Declarations of Interest**

None.

**3. Public Forum**

Cllr. Pearce invited members of the public to contribute. All declined.

**4.** **Meeting Minutes**

It was proposed by Cllr. Janet Gardner, seconded by Cllr. Hazel Wheeler, and resolved that the minutes of the meeting held on March 2nd 2023 are approved. All in favour.

**5. Councillors’ and Clerk’s Reports**

a) Yoxwood – The Clerk reported that as per an action from the meeting of March 2nd, she had contacted the Yoxwood team and informed them of the Council’s decisions regarding protocols and that the order for signs had been fulfilled.

b) Church – none

c) Police – none

d) ESC Community Partnership – Cllr. Paul Ashton updated the Council on his most recent meeting of March 9th 2023, which had been cancelled. Given he has not stood for re-election to the Parish Council, Cllr. Ashton advised that the Council stay involved with the Partnership.

**ACTION: Councillor to be appointed to take responsibility for the Community Partnership at the Annual Meeting.**

e) Elections – the Clerk shared that following her appointment at ESC offices in Melton on March 31st 2023, all nomination forms had been accepted and processed. She advised that three new members of the local had stood, which totalled 11 nominations. She summarised that she had been informed by email from Tim Willis, Deputy Electoral Services Manager at ESC that there will not be a contested poll and that each Councillor should have been informed of same.

**ACTION: Clerk to circulate Election Expenses forms to Councillors for completion and submission.**

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f) Cemetery – none

g) Work Party - Cllr. Ian Shaw summarised the clearing work done at ‘Bowling Club Corner’.

**6.** **Strategic Objectives 2023-2024**

a) To receive an update on the legal transfer of Yoxwood View play area (Priority 1.2) The Clerk summarised the email contact from Louisa Saunders (Solicitor at Birketts) which informed Council that the TR Land Registry Form had been returned by Flagship but remained incomplete. Ms Saunders also advised that the charging cap agreed previously had now been reached which means that Council will now incur future costs. The Council discussed how best to proceed and expedite the matter.

**ACTION: In order to progress the matter, Clerk to contact Stephen Siddall and liaise with him about making contact with Flagship.**

b) To receive an update on the 20 mph speed limit proposal (Priority 3.1) – Cllr. Ashton updated the Council and shared that the petition has strong support (150-200 signatures from members of Yoxford and the surrounding villages/wards). He has engaged with the ‘20s Plenty” organisation but is cautious of their agenda and keen for local people to be the driving force behind this local matter. Cllr. Ashton believes that costs will be kept low to implement the speed reduction as the village has natural speed breaks (such as bends, parked cars etc) and so it may be only the cost of erecting signs that may be incurred.

**ACTION: After the elections and so as a member of the public, current Cllr. Paul Ashton to contact the Council w,ith a view to exploring how to progress the petition and liaise with the media.**

c) To receive an update on the proposal to regenerate Mulberry Park (Priority 1.2) – The Clerk summarised that, as per the action from the meeting of March 2nd 2023, she had made contact with Townland Trust and had received an email from John Sutherell, which stated that the Trust would be seeking advice and be back in touch after Easter.

d) To receive an update on the thermal imaging camera project (Priority 6.3) – Cllr. Ian Shaw summarised the five villagers’ experience, which he had fed back. Overall, it was a disappointing project due to logistical/technical issues with the equipment.

e) To consider any information for communicating (Priority 2.1) – the Clerk and Cllr. Laura Greenberg agreed to liaise in order to put together a monthly summary of Parish Council news for publication in The Yapper.

**7i. Parish Matters**

 Yoxwood:

a) The latest financial position was noted.

b) The request of Yoxwood Voluntary Team’s of payment of lawnmower annual servicing (estimated at £200+VAT) was agreed.

**ACTION: Clerk to contact the Team.**

15/2023

d) Cllr. Ian Shaw proposed that the Council purchase three picnic benches, to be located at 'Bowling Club Corner' and Yoxwood. This was discussed and it was agreed that a bench (already purchased) would be sited at Bowling Club Corner and three picnic benches would be purchased for Yoxwood.

**7ii. Parish Matters**

c) (carried from 7i) The Council considered the reappointment of the current grass cutter for the 2023-2024 season but felt unable to make any decision until updated costs had been acquired.

**ACTION: Clerk to contact RSC Landscapes for update to charging.**

a) The Council discussed and considered the request from Yoxford Cricket Club to support its Outdoor Playing Space Fund Application and unanimously agreed to support. **ACTION: Clerk to inform YCC and invite them to the APM.**

b) The Council discussed the King’s Coronation and various possible events but decided that as the local community had not voiced any thoughts/wishes for the event to be marked, it would not organise any formal event.

c) See above minuted discussion at 6a regarding the Flagship Transfer.

d) The FOI request response regarding Cullcott Close was discussed, as was the email from a resident. It was felt by all that this response demonstrated that ESC were disinterested in the matter and acknowledged that District Cllr. Stephen Burroughes had himself stated that he had pursued the matter as far as he could at District council level. The Council decided that there was nothing more that it could do until a new planning application was submitted for consideration, which could then enable the matter to be revisited. **ACTION: The Clerk to email the resident and share the Council’s decision.**

e) Council discussed at length an email from Yoxford residents regarding the siting of a new bench Old High Road and Brook St. Cllr. Ian Shaw raised the potential hazard of the bench being sited so close to the junction. Cllr. Dave Tower and Cllr. Russell Pearce summarised the background to the siting of benches around the village as ways to enable elderly residents to take a comfortable and safe rest during a walk around the village without having to perch on walls. Cllr. Pearce allowed two members of the public to address the meeting even though during the Public Forum, they had not shared a wish to. The residents shared their two concerns; that the bench would give people access to their property if they stood on the bench and that they would be unable to weed around the bench because it was so close to their boundary. Cllr. Pearce offered to do the weeding. Cllr. Tower shared that access to the property would be more easily achieved through the lower section of fencing along the property’s boundary on Old High Road. Cllr. Tower proposed that the bench be moved along and away from the corner. Seconded by Cllrs. Laura Greenberg and Ian Shaw. All in favour. Cllr. Hazel Wheeler abstained.

**ACTION: Cllr. Russell Pearce to move the bench**

16/2023

f) A letter from a Yoxford resident regarding County/District Council road sweeping was discussed at length and from a number of perspectives. Cllr. Nicol McCallum contributed that the Parish Council may be able to bid for a devolved budget to complete the works. It was voiced by Cllr. Paul Ashton that the Council could collaborate with neighbouring Parish Councils, agree to take responsibility of such works from the Council, seek a transfer of the budget and then discharge the service. A wider discussion was then had about the duty of County Councils to complete these and other works (such as verge and path clearing, weed treatment). Other ideas were also discussed such as a supervised groundwork service as part of Community Service and a local village group of volunteers to form a work party at key times in the year. It was then agreed that before any decisions could be made, contact with the County Council needed to be made.

**ACTION: Clerk to contact County Council Highways Team to request a schedule of works for road and verge clearing.**

**8. Planning** – none

**9. Administration**

a) The Clerk explained the reasoning behind the need for further storage capacity. The purchasing of Middleton PC’s filing cabinet at £120 was agreed.

**10. Finance**

a) Council noted the latest financial positions.

b) The Clerk gave an update of banking arrangements: the HSBC account has been closed.
c) It was agreed to appoint the Clerk as an authorised signatory to the bank accounts and the Fixed deposit accounts

d) It was agreed to approve the payment of the Clerk’s salary on the last day of each month.

e) All payments were authorised. Cllr. Laura Greenberg questioned whether the Parish Council should be paying for the monthly sports court electricity each month or whether this would be best satisfied by the paying of a grant to the Village Hall. It was noted that, as the Parish Council funds the Youth Club, the current method is the most appropriate. The Clerk suggested that with the audits currently underway, this would raise the issue if it was one.

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| **Details** | **Payee** | **Amount** | **Power** |
| Clerk’s Training | SALC | £165.60 | LGA 1972 s.112 |
| Clerk's Salary March | Trudy Charles | £532.13 | LGA 1972 s.112 |
| Data protection renewal fee | ICO | £35.00 | LGA 1972 s.111 |
| Stationery Items | Trudy Charles | £40.72 | LGA 1972 s.111 |
| Clerk’s Expenses March (mileage 33.7 @ 45p per mile) | Trudy Charles | £29.48 | LGA 1972 s. 174 |
| Sports Court Electricity | E.on Next | £154.42 | LGA (Misc Prov) 1976 s.19 |
| Bank Charges | HSBC | £10.00 | LGA 1972 s.111 |
| Transfer of SCC Grant | YVH | £500.00 | Local Government (Misc Prov) Act 1976 s.19 |

17/2023

**11. Correspondence.**

a) It was noted that, as a result of Council decision, the Commonwealth Graves Commission had accepted its application and, within a year, would install a CWGC signat the entrance of Yoxford Cemetery.

**12. Items for the Next Agenda** – none offered.

**13. Next Meeting**

a) The date and time of the Annual Meeting of the Parish Council was confirmed as **Thursday 11th May 2023 at 7:00 pm**.

b) Questions for the Chair – none.

b) Arrangements for the Annual Parish Meeting (APM) scheduled for Thursday 1st June 2023 were discussed. Cllr. Russell Pearce summarised previous years’ meeting formats and the lack of engagement by the public. He went on to share that the previous clerk had suggested that a more informal approach might be more successful. This could include the inviting of local groups to attend and present a stall, refreshments and a general showcasing of what the Council and the community do. It was suggested that this approach might also support groups to raise their visibility and increase recruitment of new members.

**ACTION: Cllr. Laura Greenberg and the Clerk to invite the public, groups and clubs to the APM.**

The Meeting closed at 8.17pm.

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**Correspondence – March 2023**
Suffolk Association of Local Councils

1. E-bulletins (incl. training). 20/21/28 March 2023
2. Nationally Strategic Infrastructure Projects (NSIPs) invite to join SALC Focus Group. 7 March 2023
3. The Local Councillor 23 March 2023

Suffolk County Council

1. Suffolk LA with Community Energy South: support for the development of community led renewable energy projects throughout Suffolk. 23 March 2023 Invitation to attend Engagement Event (online) 15 March 2023
2. Suffolk Climate Change Partnership 23 March 2023 re feedback Thermal Imaging Project

East Suffolk Council

1. Local Council Network News. 20 March 2023
2. Planning Applications Updates: Construction of a two storey extension - Riverside Cottage High Street Yoxford, Saxmundham Suffolk IP17 3HP. Application: permitted. 18 March 2023

Suffolk Constabulary

1. Police Connect 24 March 2023

Other

1. **Darsham Parish Council 4 April 2023 Energy Efficiency Seminar. 15 March 2023**
2. **Information Commissioner's Office Renewals Reminder. 20 March 2023**
3. East of England Memorials: change of payment arrangements. 21 March 2023
4. CWGC War Graves sign for cemetery application being processed. 22 March 2023
5. Ice cream van: mikeyandjordy 22 March 2023
6. Flagmakers.co.uk Let's Make Sure You're Royal Coronation Ready 23 March 2023
7. Sizewell C Community Team 23 March 2023. Plan to visit area 27 & 28 March. Forwarded to PA 24 March 2023. 26 March 2023
8. Email 25 March 2023 from Julia Ewarts, Liberal Democrats, candidate for DC/Kelsale & Yoxford Ward, informing Council of her attendance at next meeting. 26 March 2023
9. Email from Gary Borrett of Yoxford CC requesting financial support for Yoxford Cricket Club Outdoor Playing Space Fund Application. 27 March 2023
10. RBLI re King’s Coronation 28 March 2023
11. Email from Birketts Solictors (and a holding reply from Stephen Siddall) re Flagship Transfer

19/2023

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| **Financial Position – April 2023** |  |
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| **Income – March 2023** |  |
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| Allotment Association Annual Rent | 200.00 |
| SCC Locality Budget - Grant | 500.00 |
|  | **£700.00** |
|  |  |
| **Payments – March 2023** |  |
| Trudy Charles - Clerk’s Salary | £532.13 |
| Trudy Charles – Clerk’s Expenses & Mileage | 70.20 |
| ICO: Data Protection Register | £35.00 |
| E-on Next – Sports Court Electricity | £154.42 |
| Defibrillator Cabinet | 594.00 |
| Laptop for Clerk | 459.00 |
| HSBC – Bank Charges (final before account closure) | £10.00 |
|  | **£1700.33** |
| **Bank Balances** |  |
| HSBC Community Account as of 31 March 2023 | £0.00 |
| Unity Trust Current Account as of 31 March 2023 | £9154.75 |
| Unity Trust Savings Account as of 31 March 2023 | £35,996.20 |
| United Trust Bank Business Bond as of 31 July 2022 | £7,442.22 |
| United Trust Bank Business Bond as of 31 December 2022 | £5,488.26 |
|  | **£58,081403** |
|  |  |
| **Earmarked Reserves** |  |
| Strickland Manor Hill Play Area | £1,170.85 |
| Mulberry Park | £4,425.00 |
| Youth Club | £4,124.41 |
| CIL 2020-2021 | £5,293.43 |
| CIL 2021-2022 | £17,090.94 |
| CIL 2022-2023 | £3,732.47 |
| Meet Up Tuesday Grant | £937.05 |
| Teenagers’ Shelter Grant | £603.54 |
|  | **£37,377.69** |
|  |  |
| **General Reserves** | **£21,654.89** |

 20/2023