

MINUTES OF THE MEETING OF YOXFORD PARISH COUNCIL

held on
July 6th 2023
at 7pm
at Yoxford Village Hall

1. Attendance and apologies

Attendees:

Cllr. David Childs
Cllr. Nicol McCallum
Cllr. Anna Noakes
Cllr. Ian Patterson
Cllr. Russell Pearce
Cllr. Deborah Thompson
Cllr. David Tower
Cllr. Jason Vincent
Cllr. Hazel Wheeler

Apologies accepted for absence:

Cllr. Laura Greenberg
Cllr. Janet Gardner

In attendance:

District Cllr. Julia Ewart
County Cllr. Richard Smith

Trudy Charles - Clerk/RFO
2 members of the public

2. To receive declarations of interest and to consider requests for dispensations

None

3. Public Forum

- a) No members of the public voiced a wish to address the Council.
- b) County Cllr. Richard Smith delivered his report. Sizewell: County Cllr. Smith reported that the Judicial Review had been rejected and that an appeal was being discussed. EDF have begun ground works. Monies require raising with the possibility that the Government will take a 20% stake. County Cllr. Smith advised that the focus should be on protecting and compensating communities and suggested that Council puts together a wish list of projects that can be submitted to EDF for funding consideration. Highways: County Cllr. Smith shared his confidence that work will be done to clear and improve the footpath to Darsham station. He will be meeting with the Highways Team for further information on the project, particularly regarding the query as to whether the work will apply to the entire length of the path. The drain cover on the High St. has been inspected and agreed that a repair is necessary. During the inspection, an issue with the gully was also found and so these works will be combined. In order to expedite the work, County Cllr. Smith has offered to contribute to the cost from his Highways budget. ESC: with the new political climate at District Council, progress is being made to build collaborative working. This includes cross party working on the two tier waste collection and disposal service to ensure seamless operations. The LGA Conference took place this week, which involves cross party lobbying of Government for local government benefit. A discussion took place around the matter of traffic and speed management in the village. County Cllr. Smith voiced his opposition to the 20 mph campaign and shared that he would put the Parish Council in touch with the County Council's Highways Engineer, Wayne Saunders to enable it to discuss options with him.

ACTION: Clerk to liaise with County Cllr. Smith and Parish Councillors regarding a meeting with Highways to explore traffic and speed management options.

- c) District Cllr. Julia Ewart delivered her report. The clerk will forward District Cllr.'s written report after the meeting. 20s Plenty Campaign: Focus Group involving Middleton and Theberton. Collaboration to be encouraged. Sizewell: With the new political set up at the Council, Cllr. Ewart voiced that the Planning Committee will look at plans "with fresh eyes" and explore various ideas and options. There, she has suggested that a visit to Hinkley Point would appraise committee members of the enormity of the Sizewell project. EDF will be contacting Parish Councils to arrange meetings with them. Net Zero: Peter Frost of Groundworks can be contacted regarding the completion of an audit/survey of village halls to advise on how Council can achieve net zero and other matters of sustainability.

First Light festival: nil take up on offer of free transport. Cllr. Ewart shared the lessons she and her team will take from this. Libraries Bus: District Cllr. Ewart is exploring ways of twinning this service with the supply of personal care items. Planning: District Cllr. Ewart voiced concern about the number of retrospective planning applications that are being submitted and approved. She described a local example concerning The Ship at Dunwich and shared that she wishes to drive forward a new culture of fairness. Community Health: District Cllr. Ewart is Vice Chair of this committee and wants to encourage collaboration between planning and health to deliver a thought through and planned approach. She cited the 850 new houses being built in Saxmundham as an opportunity for collaborative planning and delivery. County Cllr. Smith interceded at this point to share that he has been a long running supporter of and collaborator with Saxmundham Health in its application for a new Health Centre, which is looking likely to happen. Further discussion was had about the depletion of Yoxford's own health service delivery which District Cllr. Ewart offered to investigate.

ACTION: Clerk to liaise with District Cllr. Ewart regarding Yoxford's GP Surgery.

4. Minutes

- a) Cllr. McCallum proposed that with corrections of the spelling of Cllr. Patterson's surname and the title of the First Light Festival, the minutes of the Annual meeting held on 11th May 2023 should be approved as accurate. In addition, he proposed that the minutes of the Extraordinary Meeting held on June 20th be approved. Cllr. Pearce seconded these proposals and all voted in favour.
- b) Matters arising from the meeting: Cllr. Tower has now assumed the lead for the village website and speed monitors. He requested further information about Village Hall bookings/groups which the Clerk will forward. A discussion was had about the speed monitors and their rotation around the village to ensure maximum impact. Currently, the village has 3 locations (main A12 through the village, Leiston Rd and Little St.) where the monitors are mounted. Mounting poles are placed by the County Council and cost £500. At this point, Cllr. Patterson asked to share a summary of the Joint Villages meeting he and Cllr. Thompson had attended during which Sizewell C and traffic related mitigations was discussed. His request was approved by Council. Cllr. Patterson summarised the meeting and proposed that Yoxford Parish Council puts its name to a draft letter which will be sent to EDF. This proposal was seconded by Cllr. Thompson and all were in favour.

ACTION: Clerk to liaise with Cllr. Tower regarding village groups.

ACTION: Cllr. Patterson to forward draft letter to the Clerk who will then share with the village.

5. Councillors

- a) To consider Councillors' Induction and Training: feedback from Cllrs Patterson and Tower: the SALC training was recommended for those new to Council.
- b) To consider best practice advice regarding email addresses for Councillors: a discussion was had.

ACTION: Clerk to explore options and bring to Council for further consideration.

- c) To agree Councillors' responsibilities: liaising with outside organisations and leading on/contributing to projects. Discussion was had. Most roles were filled with Cllrs. Thompson and Vincent leading on matters relating to Energy. Councillor roles are attached to these minutes. Community Partnership Group remains a priority but engagement/attendance will be arranged on a month to month basis.

ACTION: Clerk to publish Councillors' responsibilities

6. Councillors' and Clerk's Reports

- a) Yoxwood. Mowers have now been serviced and returned although there is damage to the sit on mower and so a quote for repairs has been requested. Cllr. Childs agreed to liaise with the Yoxwood Team regarding the sourcing of three picnic benches.
- b) Church. None.
- c) Police. Council remarked upon the recent spate of thefts from sheds/outhouses/barns.
- d) ESC Community Partnership. None

- e) Cemetery. None
- f) Work Party. Tree branch at Mulberry Park requires removal. Cllr. Pearce will complete.
- g) Greenprint Forum 22nd June 2023 Event Feedback: Cllrs. Thompson and Vincent attended and shared that it was a well-presented event but not relevant to Yoxford except for information on play areas, which may be of use once the Flagship Transfer has completed.
- h) Joint Villages Meeting 27th June 2023: Event feedback from IP and DT. See 4b.

7. Strategic Objectives 2023-2024

- a) To receive an update on the legal transfer of Yoxwood View play area (Priority 1.2): the Clerk has been in touch with Stephen Siddall who is overseeing the completion of this transfer. Louisa Saunders at Birketts LLP has arranged for an undertaking from Flagship's lawyers for a further £500 of her fees which should cover the matter to completion and registration. She will let Stephen know when she has this. Stephen will review the revised transfer and get that approved. The transfer plan is already agreed.
- b) To receive an update on the 20 mph speed limit proposal (Priority 3.1): Council awaits an update from former Cllr. Paul Ashton. Clerk will contact him again for this.
- c) To receive an update on the proposal to regenerate Mulberry Park (Priority 1.2): no update.
- d) To consider any information for communicating (Priority 2.1): none.
- e) To consider the timeline for review of the Strategic Objectives 2023-4: annual review in December but these are designed to be a current document which archives achieved objectives.

8. Parish Matters

- a) To consider the email from village resident regarding Borderline buses. Council discussed the email and agreed that Councillors Ewart and Smith should be informed.

ACTION: Clerk to forward email to District and County Councillors and update resident.

- b) To consider nominations for SALC/SCP Town and Village Awards. Council considered these awards and nominated Allison Hackwell for nomination in the category, The Ian Campbell MBE Award for Outstanding Individual Contribution to their Community.

ACTION: Clerk to complete the nomination.

- c) To consider Allotment Association requirement for insurance. This matter was discussed.

ACTION: Clerk to contact Insurers for further guidance.

- d) To consider request from DAS for a donation. A discussion was had, at the end of which, Cllr. McCallum proposed that Council donates £100. This was seconded by Cllr. Thompson and all voted in favour.

ACTION: Clerk to contact DAS to arrange the donation.

- e) To consider a request from a visiting resident for a memorial bench. Council discussed the matter and asked that, until they had more information, they could not make any decision.

ACTION: Clerk to contact the family and request additional information.

9. Planning

- a) **To consider the application:** DC/23/2336/VOC Proposal: Variation of Condition No. 6 of DC/22/4073/FUL - Erection of 4 ancillary buildings in respect of the 4 No. tourist accommodation Lodges approved under application reference DC/21/5750/FUL. - Condition no. 6 to be varied, for development to instead be carried out in accordance with the Addendum letter (Ref: IE21/066) dated 24 March 2023 to the JP Chick Stage I/ Tier I (SITI) - Contaminated Land Desk Study and Walkover Survey 24 March 2023 and cover letter (Ref: IE21/066) dated 26 May 2023.

This addendum was considered. Council believed that it could make no comment upon the matter.

ACTION: Clerk to submit Council's comment.

- b) To consider the application: DC/23/2464/TCA Proposal: North of Front garden 1 x Holm Oak - Reduce the size of the crown. Address: The Retreat, High Street, Yoxford, Saxmundham, Suffolk IP17 3EU. The application was considered. It was proposed by Cllr. Childs and seconded by Cllr. Thompson that the application be supported.

ACTION: Clerk to submit Council's comment.

10. Administration/Staffing

- a) Parish Clerk & RFO: to consider an increase in hours of work from 10 to 12 hours per week .
- b) Parish Clerk: to consider an increase in paid hourly rate.

The Clerk left the meeting to enable Council to discuss both items. The Clerk chose not to close the items to the public and so they remained. Both items were discussed. When the Clerk was asked to return, Council asked her to minute the following: with effect from July 1st 2023, an increase in weekly hours to 12 with an increase in hourly rate to £16.16 (LC2 Point 24) had been proposed by Cllr. Pearce and seconded by Cllr. Tower. In addition, Cllr. Tower proposed that the Clerk be paid a monthly working from home allowance of £26 in line with HMRC allowances. This was seconded by Cllr. Pearce. All voted in favour.

ACTION: Clerk to inform Payroll at SALC of these changes.

11. Finance

- a) The latest financial positions of the Parish Council were noted.
- b) Cllr. Vincent proposed and Cllr. Noakes proposed that Council approve the payment in advance of the Clerk's salary and replace current system of approving retrospectively. All voted in favour.
- c) The following payments were authorised:

| Details | Payee | Amount | Power |
|---|----------------|---------|-----------------|
| Councillors' Training (DT & IP) | SALC | £144 | LGA 1972 s.112 |
| Inv. 6736 Grass cutting May | RSC Landscapes | £873.60 | OSA 1906 s.10 |
| Inv. 6765 Grass cutting June | RSC Landscapes | £873.60 | OSA 1906 s.10 |
| Clerk's Salary June 30 th | Trudy Charles | £532.13 | LGA 1972 s.112 |
| Clerk's Salary July 31 st | Trudy Charles | £532.13 | LGA 1972 s.112 |
| Expenses: bench fixings | Russell Pearce | £40.34 | OSA 1906 s.10 |
| Clerk's Expenses: mileage (12.2 @ 45p per mile) | Trudy Charles | £5.49 | LGA 1972 s. 174 |
| Clerk's Expenses: stationery & APM refreshments | Trudy Charles | £37.79 | LGA 1972 s.111 |
| Quarterly Bank Charge | Unity Trust | £18.00 | LGA 1972 s.111 |
| Meet Up Tuesday Lunch (from Grant) | Hazel Wheeler | £112.00 | LGA 1972 s.137 |
| Meet Up Tuesday Grant instalment | Sheena Tower | £100.00 | LGA 1972 s.137 |

12. Correspondence

To review correspondence received from 24th May to 5th July 2023 and to take action as appropriate. No further action was deemed necessary.

12. Questions to the Chair

None

13. Items for the next Agenda

14. Next Meeting

- a) The date and time of the next meeting of the Parish Council scheduled for Thursday 3rd August 2023 at 7:00 pm was confirmed.

Meeting closed at 8.45pm
Trudy Charles
Parish Clerk

Correspondence – May 24th to June 30th 2023

| Sending Organisation | Date(s) received | Details | Date forwarded to PC |
|--|-------------------------|--|-----------------------------|
| Suffolk Association of Local Councils | 07/06 | E-Bulletins (incl. training) | various |
| | 19/06 | D Day 80 th June 6 th 2024 plans | 21/06/23 |
| | 22/06/23 | Notification of SALC AGM | 23/06/23 |
| Suffolk County Council | 19/06/23 | Briefing Note & consultation information on: Developing Local Partnerships for Onshore Wind in England | 19/06/23 |
| East Suffolk Council: | 12/06 | Planning Meeting North: Agenda & Docs. | 13/06 |
| | 08/06 | Planning & Coastal Management Newsletter | 13/06 |
| | 13/06/23 | Planning Forum | 13/06 |
| | 19/06/23 | Blooms Update | 19/06/23 |
| | 16/06/23 | Greenprint Forum update | 19/06/23 |
| | 21/06/23 | Democratic Services: ESC Meeting Agenda | 21/06/23 |
| | 23/06/23 | Greenprint Forum Newsletter | 23/06/23 |
| Suffolk Constabulary: | 22/06/23 | Notice of new Community Engagement Officer: Pc 1330 Amy Yeldham | 22/06/23 |
| | 22/06/23 | Police Connect: announcement of grant awards | 22/06/23 |
| | 23/06/23 | Community Engagement Officer: useful info | 23/06/23 |
| | 28/06/23 | Police Connect: re theft from Saxtead Church | 28/06/23 |
| | 28/06/23 | Police Connect: re Fatal RTC - Theberton | 28/06/23 |
| Other organisations: | | | |
| Global Media | 14/06/23 | Email from journalist re. YPC's comments on a planning application. | 15/06/23 |
| Yoxford Resident | 14/06/23 | Email regarding Border Bus Service | 15/06/23 |
| Community Action Suffolk | 15/06/23 | Rural Life Newsletter | 15/06/23 |
| Sizewell C | 14/06/23 | Request to attend PC Meeting Autumn 2023 | 21/06/23 |
| Resident | 11/06/23 | Email thread requesting memorial bench | 19/06/23 |
| HMRC | 21/06/23 | Live webinars on Employee expenses & benefits | 21/06/23 |
| Charities Commission | 28/06/23 | Email re system changes | 28/06/23 |

PC Financial Position – July 2023

Income Unity Trust Current Account – June 2023

| | |
|---|----------------|
| Cemetery: replacement of memorial | 40.00 |
| Cemetery Cremated Remains Interment Fee | 75.00 |
| | <hr/> |
| | £115.00 |

Payments – June 2023

| | |
|--|----------------|
| Trudy Charles - Clerk's Salary May | £532.13 |
| Trudy Charles – Clerk's Expenses & Mileage May | £44.58 |
| | <hr/> |
| | £576.71 |

Bank Balances June 2023

| | |
|--|-------------------|
| Unity Trust Current Account as of 30 th June 2023 | £6832.17 |
| Unity Trust Savings Account as of 30 th June 2023 | £43,579.46 |
| 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 |
| | <hr/> |
| | £63,342.11 |

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 |
| | <hr/> |
| | £37,377.69 |

General Reserves (=Total Funds – Earmarked Reserves)

£25964.42