

**MINUTES OF THE YOXFORD PARISH COUNCIL MEETING  
HELD ON THURSDAY 3<sup>rd</sup> MARCH 2022 AT 7:00 PM AT YOXFORD VILLAGE HALL**

**1. Attendance and Apologies**

**Attendees:**

Cllr. Russell Pearce - Chair  
Cllr. Paul Ashton - Vice-Chair  
Cllr. Ian Shaw  
Cllr. Sarah Barrett  
Cllr. John Sutherell  
Cllr. David Tower  
Cllr. David Childs  
Cllr. Nicoll McCallum  
Cllr. Stephen Siddall

**Apologies for absence:**

Cllr. Laura Greenberg – written and accepted  
District Cllr. Stephen Burroughes

**In attendance:**

Sharon Smith - Clerk/RFO  
County Cllr. Richard Smith  
District Cllr. Stephen Burroughes (via Zoom)  
No members of the public

**2. Councillors' Declarations of Interest**

Cllr. Russell Pearce declared an interest in item 6a.

**3. Public Forum**

County Cllr. Richard Smith spoke about the conflict in Ukraine and the great sympathy in this country for Ukrainians. He explained that the County Council's gas supply is from Gazprom, a Russian company, as it was the cheapest deal. Around 1,000 public buildings are heated by gas but the County Council took the decision to end the contract with Gazprom. They will risk the legal outcome and an increased cost of around £1.5 million to heat the buildings next year but feel they must stand united with the people of Ukraine. Cllr. Smith reported that the budget was passed at the recent Cabinet meeting and the County's share of the precept will rise by 2.99%. In response to a question from the Clerk, Cllr. Smith said that the decision about the Bus Back Better scheme was overdue. The government originally promised £3 billion of funding for this scheme but this has been cut to £1.2 billion. The County Council has applied for £1.7 million but the fund has been oversubscribed so they may not receive the full grant.

**4. Meeting Minutes**

a) It was proposed by Cllr. Sarah Barrett, seconded by Cllr. Ian Shaw, and agreed that the minutes of the meeting held on 3<sup>rd</sup> February 2022 be approved. All in favour.

b) It was proposed by Cllr. Russell Pearce, seconded by Cllr. Ian Shaw, and agreed that the minutes of the extraordinary meeting held on 26<sup>th</sup> February 2022 be approved. All in favour.

**5. Matters Arising**

a) The Council appointed the Clerk as the Designated Safeguarding Lead.

b) Cllr. Sarah Barrett reported that she contacted the District Council's contractor, East Suffolk Norse, to ask for a road sweeper to clear debris from roads in the parish. Norse replied that permission had to be obtained from the County Council, as Highways authority. Cllr. Barrett contacted Highways who replied that it was outside their remit as it is a District Council matter. It was agreed to seek advice from District Cllr. Stephen Burroughes. Cllr. Paul Ashton asked for an item to be added to next month's agenda to consider using part of the Council's budget to pay for parish maintenance.

**ACTION; Clerk to add parish maintenance to next month's agenda.**

c) The Clerk reported that the ESC Community Partnership may provide funding for two benches. The Council agreed upon two sites – at the old entrance to the Village Hall and at the Old High Road/A12 junction.

**ACTION: Clerk to apply for funding.**

## 6. Planning

a) Cllr. Stephen Siddall proposed that the Council supports planning application DC/22/0469/LBC – listed building consent – provision of new window to provide emergency escape as required by Building Control - York's Tenement, Station Road. Seconded by Cllr. David Tower. All in favour with the exception of Cllr. Russell Pearce who declared an interest and took no part in the voting.

b) Cllr. Stephen Siddall proposed that the Council supports planning application DC/22/0442/LBC – listed building consent – replace four windows on south elevation – Holly Tree Farm, Sibton Road. Seconded by Cllr. Russell Pearce. All in favour.

**ACTION: Clerk to inform the planning department.**

c) With reference to planning application DC/21/3894/OUT, Cllr. Stephen Siddall was authorised to write to the Land Estates Manager at ESC to request a site visit to Cullcott Close where Cllr. Siddall will show and explain the issues and request that the District Council enforces its property rights. Cllr. Siddall was also authorised to write to the SCC Public Rights of Way team to ask if the intention is to leave the footpath unmarked and across open land and to ask for an explanation of the laws around this. The Council noted a bundle of letters received from the owner of 1 Cullcott Close.

**ACTION: Cllr. Stephen Siddall to write to ESC and PRow.**

## 7. Queen's Platinum Jubilee

The Council agreed to name the silver birch trees, planted at Yoxwood, 'The Queen's Green Canopy' as part of the Platinum Jubilee celebrations. Cllr. Sarah Barrett summarised the outline plans to celebrate the Platinum Jubilee which include a Big Jubilee Lunch, where residents will be invited to bring a picnic to the Village Hall and a parade of flags made by local school children from the Village Hall to the music and barbeque at Yoxwood. These events are scheduled for Sunday 5<sup>th</sup> June. A volunteer is creating a poster which will be delivered to every household. The Clerk reported that she applied for a grant for £1,500 from the Arts Council to fund an artist for four days to help the school children create flags. The flags will be turned into banners and paraded in a procession called 'The River of Hope' which ties in with the celebrations in the capital.

## 8. Public Forum Resumed

District Cllr. Stephen Burroughes joined the meeting virtually via Zoom. Cllr. Burroughes said his monthly report would follow. He praised Cllr. Paul Ashton for his professional and supportive speech at the Planning Committee meeting which considered the planning application for Cullcott Close. The application was refused and Cllr. Burroughes hoped the Council was pleased with this outcome. Cllr. Burroughes updated the Council about the progress of the Gull Wing Bridge in Lowestoft. With regard to the conflict in Ukraine, Cllr. Burroughes said the District Council was looking at any Russian contractual obligations it may have and preparing to receive refugees by reviewing its accommodation options. Cllr. Burroughes concluded his report by stating that the District Council was supporting the County Council's approach to the county deal which will not be about creating a unitary authority nor a mayoral position.

## 9. Parish Matters

a) Cllr. Russell Pearce updated the Council on the plans for the Griffin Inn. It is to remain as a traditional Suffolk country pub and may be given a thatched roof. Cllr. Nicol McCallum raised the risk of vandalism or fly-tipping if the property remains vacant for much longer and asked about the security measures. Cllr. Russell Pearce replied that the car park is regularly used and security would probably be harris fencing which would be unsightly. Cllr. Paul Ashton noted that the site has been vacant for two years and work will commence within the year so the period of risk has mostly passed. Cllr. Ian Shaw said that if a problem arose it would be swiftly dealt with by the owner.

c) Cllr. Paul Ashton proposed that the Council reappoints the current grass cutter for the 2022-2023 season. Seconded by Cllr. David Tower. All in favour.

**ACTION: Clerk to inform the contractor.**

d) The Council noted the Festival of Suffolk Torch Relay through Yoxford on 29<sup>th</sup> May 2022. Cllr. Sarah Barrett said the details will be added to the events poster for the Queen's Platinum Jubilee. Cllr. Russell Pearce agreed to put the Jubilee flags and bunting up in time for the Torch Relay. Cllr. Paul Ashton suggested a resident could be nominated as Community Champion.

**ACTION: Clerk to research Community Champion nominations.**

## **10. Councillors' and Clerk's Reports**

a) Yoxwood – Cllr. David Childs reported that further trees have been planted.

b) Energy projects – Cllr. Paul Ashton reported on the visit from Declan Burke from BEIS (Department of Business, Energy and Industrial Strategy). Cllr. Ashton said the meeting was very useful and Declan Burke listened to the representations from many Town and Parish Councils and that the overall message he received was that EDF's public consultation was deemed unsatisfactory. Cllr. John Sutherland added that he also took away the community's lack of confidence in the District Council holding EDF to account and that the project does not have the community's support. The Council agreed to accept an invitation from EDF to discuss the Deed of Obligation to better understand its contents. Cllr. Paul Ashton said he would contact Stop Sizewell C for a contact at Hinkley Point C to ascertain their experience of Parish Councils and EDF in terms of the Deed of Obligation. The Clerk agreed to circulate the Deed of Obligation to the Council who will convene a week before the EDF meeting to share findings.

**ACTION: Clerk to arrange meeting with EDF at the end of March and circulate the Deed of Obligation.**

c) Garden of Suffolk map – the Clerk said that the map has been printed by Leiston Press and delivered to Peggs. Cllr. Russell Pearce reported that he inspected the site and found that the posts for the old sign were in good condition and stable. To save unnecessary work and costs, Cllr. Pearce suggested that Peggs should create a frame to surround the map and affix it to the existing posts. All in favour.

d) Provisions for teenagers – Cllr. Russell Pearce said that the foundations for the shelter are not yet in. The Clerk showed the Council a draft leaflet created by The CYDS Project for the proposed youth club. The Council suggested some changes to the leaflet and agreed the dates for the consultation events.

**ACTION: Clerk to inform CYDS of changes and advertise dates for consultation events in the Yapper.**

e) Hedge cutting – Cllr. Paul Ashton said he has not yet drafted a letter to homeowners. It was agreed that the cemetery hedge will be cut every two years.

f) Traffic calming – Cllr. Paul Ashton reported that Highways have given permission for the Speed Indicator Device to be mounted on the level crossing sign on the B1122. It will be mounted facing Middleton parish to remind vehicles to slow down as they enter Yoxford parish and the pole on the other side of the road will continue to be used to remind vehicles to slow down as they exit. Cllr. Ashton said it was unlikely that permission will be granted to site the SID in Little Street due to the narrowness of the verge. Cllr. Ashton said he would take photographs of the verge and the top of the bank and try to persuade Highways. Cllr. Ashton said he submitted a request for permission to site the SID in two other locations where there are existing poles. The SID is deemed to be more effective if it is displayed on a temporary basis. The Council considered two quotations to buy a further SID. It was agreed to accept the quote from Westcotec as the brackets will be the same as the existing SID which will make moving them around easier.

**ACTION: Cllr. Paul Ashton to check the quotation details and order.**

g) Footpaths – Cllr. Ian Shaw referred to the previously circulated response from SCC Highways about Footpath 6 which said that many of the routes on the network suffer with water logging and mud at this time of year and that they will make contact with the landowner to see if anything can be done to help with this. Cllr. Shaw also reported that there is a 'no access' sign on the A12 driveway to Cockfield Hall as there is no footpath there. Cllr. Shaw asked if it was possible to have a footpath formally designated.

**ACTION: Cllr. Russell Pearce to speak to the Cockfield Estate Manager about footpaths and access.**

- h) Church – Cllr. John Sutherell said the free oak tree from ESC’s Treebilee scheme has been planted in the churchyard.
- i) Police – the Suffolk Constabulary website has not been updated this month.
- k) Work party – the Council agreed to arrange to cut back trees and shrubs and to tidy up the verges at Mulberry Park to Horners shop.
- l) Neighbourhood Plan – Cllr. John Sutherell said he, Cllr. Paul Ashton and Cllr. Stephen Siddall were looking for succinct examples of plans from around the country.

## 11. Consultations

- a) Cllr. John Sutherell offered to review the ESC Community Governance Review and report back.
- b) Cllr. Paul Ashton said the ESC Community Partnership Rural Proofing Workshop had been postponed to a later date, which he will attend.

**ACTION: Clerk to add both items to the next agenda.**

## 12. Finance

- a) The Council noted the latest financial position.
- b) The Council noted the Local Government Act s.137 expenditure limit for 2022/2023.
- c) It was proposed by Cllr. Sarah Barrett, seconded by Cllr. Stephen Siddall to authorise the following payments. All in favour.

Details	Payee	Amount	Power
Clerk’s Salary	Sharon Smith	£529.90	LGA 1972 s.112
Clerk’s Expenses	Sharon Smith	£35.11	LGA 1972 s.111
Teenagers’ Shelter Materials	Huw Grays Ridgeons	£77.35	LGA 1972 s.137
Garden of Suffolk Map	Leiston Press	£97.20	LGA 1972 s.144
HM Land Registry Title Deeds	Stephen Siddall	£54.00	LGA 1972 s.111
Treebilee Collection Mileage	Russell Pearce	£12.60	LGA 1972 s.111
Defibrillator Key Pad Lock	Sharon Smith	£30.00	LGA 1972 s.137

## 13. Administration

- a) The Council reviewed and approved the Asset Register.
- b) The Council reviewed and approved the Internal Controls Statement.
- c) The Council reviewed the Suffolk Local Code of Conduct.

## 14. Correspondence

- a) The Council reviewed the correspondence received from 28<sup>th</sup> January 2022 to 24<sup>th</sup> February 2022.
- b) Cllr. Ian Shaw reported that correspondence was received from a resident regarding the oak tree in Oakwood Park. Last year, Cllr. Shaw tried to ascertain the owner of the oak tree and, with help from Cllr. Stephen Siddall, determined that the land was unregistered. Cllr. Shaw drafted a letter, signed by all the residents of Oakwood Park, to ESC asking for help to identify who owned the tree. Cllr. Shaw was authorised to send this letter to District Cllr. Stephen Burroughes for his help to ensure the letter reaches the correct department. In the meantime, a group of residents paid for the tree to be surveyed and the survey report was forwarded to the Council for its information. Cllr. Shaw said the survey found that the tree is safe but the crown needs to be reduced.

**ACTION: Cllr. Ian Shaw to contact District Cllr. Stephen Burroughes.**

## **15. Next Meeting**

The Council confirmed the date and time of the next meeting of the Council which is scheduled for Thursday 31<sup>st</sup> March 2022 at 7:00 pm at the Village Hall.

The meeting closed at 9:05 pm.

## Appendix I - Financial Position

### Bank Balances

HSBC Community Account as at 4 February 2022	£38,139.56
N S & I Investment Account as at 1 January 2022	£11,043.90
United Trust Bank Business Bond as at 31 July 2021	£7,364.89
United Trust Bank Business Bond as at 19 December 2021	£5,420.50
	<u>£61,968.85</u>

### Earmarked Reserves

SMH Play Area	£1,170.85
Mulberry Park	£5,000.00
Village Hall Refurbishment Project (allocated CIL)	£5,624.79
Community Infrastructure Levy (unallocated)	£22,623.62
SCC Locality Budget Grant – Garden of Suffolk Map	£69.00
	<u>£34,488.26</u>

### Bank Balances less Reserves

**£27,480.59**

### Income – February 2022

ESC – Community Partnership Grant	£2,960.00
F Masters – Kerb Set	£300.00
Allotment Association – Annual Rent	£200.00
Suffolk County Council – Queen’s Platinum Jubilee Grant	£500.00
	<u>£3,960.00</u>

### Payments – March 2022

Sharon Smith - Clerk’s Salary	£529.90
Sharon Smith – Clerk’s Expenses	£35.11
Meet Up Tuesdays Group – Grant Instalment	£300.00
Huws Grays Ridgeons – Teenagers’ Shelter Materials	£77.35
Leiston Press – Garden of Suffolk Map	£97.20
Stephen Siddall – Title Deeds	£54.00
Russell Pearce – Treebilee Collection Mileage	£12.60
	<u>£1,106.16</u>

### Net Balance

**£30,334.43**