

**MINUTES OF THE YOXFORD PARISH COUNCIL MEETING
HELD ON THURSDAY 3rd JUNE 2021 AT 7:00 PM AT THE VILLAGE HALL**

1. Attendance and Apologies

Attendees:

Cllr. Russell Pearce - Chair
Cllr. Paul Ashton - Vice-Chair
Cllr. David Tower
Cllr. Sarah Barrett
Cllr. John Sutherell
Cllr. Stephen Siddall
Cllr. Laura Greenberg
Cllr. Ian Shaw
Cllr. Kara Cowie
Cllr. David Childs

Apologies for absence:

District Cllr. Stephen Burroughes
Cllr. Nicol McCallum – written and accepted

In attendance:

County Cllr. Richard Smith
Sharon Smith - Clerk/RFO
No members of the public.

2. Councillors' Declarations of Interest

None.

4. Public Forum

County Cllr. Richard Smith, referring to the recent County Council election, said he would remain as the division's Councillor for four years but following this there is likely to be a new boundary. Villages currently in the Blything division will be included in a new large area. These proposals by the Boundary Commission are subject to consultation but are likely to take effect in four years. Cllr. Smith reported that the Leader of the Council asked him to re-join the Cabinet with responsibility for Economic Development, Transport Strategy and Waste. Cllr. Smith said Economic Development was important coming out of COVID and Transport Strategy concerned the future of roads and rail in the county, but not operational matters.

Cllr. Smith reported that he took part in the Sizewell C Open Floor Hearings. He concentrated his remarks on the D2 route being preferable to the Sizewell Link Road and the bare concrete domes and stacks which will be noticeable landmarks. Cllr. Smith listened to the other contributions and said they were of a very high standard from knowledgeable people. He hoped they had some effect on the Examining Authority. Cllr. Smith said SCC were still working hard to oppose the proposals which, if approved, will mar the standard of comfort in this area. Cllr. Paul Ashton asked Cllr. Smith if SCC has recognised the difference in holiday traffic numbers compared with EDF's base line figures which appear to be misunderstood. Cllr. Smith replied that he is certain SCC took this into account and challenged EDF on their traffic numbers but this did not change EDF's views. He said SCC continue to challenge their numbers and they do not agree with their calculations. Cllr. Ashton asked Cllr. Smith to check the Local Authorities' Joint Submission and Impact Assessment to ensure SCC are not agreeing with the traffic numbers as there appears to be a large degree of agreement between SCC and EDF about the modelling. Cllr. Smith agreed to raise this at the next briefing.

Cllr. Smith said he wished to use his Locality Budget 2021/22 to mark in a permanent way the Queen's Platinum Jubilee in June 2022 and offered the Council a contribution of £500 to mark this event with a small but significant memorial should they choose to do so.

ACTION: Clerk to add Queen's Platinum Jubilee to next month's agenda.

5. Meeting Minutes

a) It was proposed by Cllr. Stephen Siddall, seconded by Cllr. John Sutherell, and agreed that the minutes of the Annual Meeting of 6th May 2021 be approved. All in favour.

b) It was proposed by Cllr. Paul Ashton, seconded by Cllr. Sarah Barrett, and agreed that the minutes of the Annual Parish Meeting of 6th May 2021 be approved. All in favour.

6. Footpaths

Cllr. Ian Shaw reported that SCC's Public Rights of Way department responded that the issue with footpath number 6 has been passed to the landowner to be resolved. Cllr. Shaw said it was a peremptory reply as it does not answer many of the questions raised in the Council's letter of complaint such as whether authorisation was applied for to undertake agricultural work which will damage the surface of a field-edge footpath, what constitutes 'reinstatement' of a cross-field footpath disturbed by agricultural work and what the Council can do if this does not happen. Cllr. Shaw proposed that the Council responds and asks for these questions to be answered. County Cllr. Richard Smith advised the Council to try one more time, copying him into the reply, and if the Council is not satisfied with the response to pass it to him to look into. Cllr. Shaw said a group of residents were walking all the footpaths in the parish to assess their condition and an appeal has been set in motion by a resident to have a footpath identified on a map.

ACTION: Cllr. Ian Shaw to draft a response and Clerk to send.

7. Highways

a) Cllr. Paul Ashton met with the Highways Community Engineer to discuss traffic calming measures in Little Street. Implementing a 20 mph speed limit is not possible but a 40 mph buffer zone could be put in before the 30 mph limit to help slow traffic. It was noted that many of the 30 mph repeater signs are rusted and/or obscured by hedging. These could be replaced where necessary and landowners could be asked to cut back their hedges. More 30 mph repeater signs might be possible without the need for an expensive public consultation. Cllr. Ashton also asked for permission to site a pole for the Speed Indicator Device near the cemetery entrance but this may be rejected as it is too close to the 30 mph limit. The purpose of the SID is to slow traffic, not enforcement, so an exception may be made as there is no other suitable location. Toad End was suggested as another suitable location but permission will need to be obtained from the landowners to access the post for the siting of the SID. Cllr. Ashton agree to speak to them. Before any traffic calming measures are implemented, Highways will need to undertake a speed survey costing £365 and this may establish that speed is actually not excessive but feels inappropriate due to the shape of the road and the proximity of the houses. Cllr. Sarah Barrett said that two lorries cannot pass each other without mounting the pavement and asked if something could be done. Cllr. Ashton said that he had walked the stretch of the road and noted that the hedges need to be cut back and the skirting cleared on the pavement which would provide more room for pedestrians. Cllr. Ashton recommended that the Council pursues permission to site the Speed Indicator Device at Little Street, ask for further 30 mph repeater signs and to write letters to residents throughout the village where hedges need to be cut back.

ACTION: Cllr. Paul Ashton to progress.

b) County Cllr. Richard Smith reported that the County Council has purchased 10 portable ANPR cameras for loaning around sites in the county for a period of one week to discourage speeding.

ACTION: Cllr. Paul Ashton to identify suitable sites.

8. Sizewell C

Cllr. Paul Ashton reported that he spoke at the Open Floor Hearings and submitted the Council's Written Representation. Cllr. Ashton raised the proposed development south of Darsham at the Hearings and the Examining Authority asked for further information to be provided in the Written Representation. Cllr. Ashton will attend the Accompanied Site Visits with the Examining Authority to the roundabout site and the northern park and ride. He has asked for a further site visit to the A1120/A12 junction and the A1120 through the village to allow the Examining Authority to appreciate the shape of the road, the parked cars and the heritage. Cllr. John Sutherell said he spoke as an individual at the Open Floor Hearing. He also answered the Examining Authority's question on the accommodation campus and clarified that the Council was not suggesting that the campus was too small.

9. Garden of Suffolk Map

The working group met with the village volunteer and suggested a few changes to the draft map. Businesses are not be included, as these could change, but information about them will be available via a QR code which will point to the village website. Details of some historic houses and footpaths will be shown on the map.

10. Meadowlands Play Area

Cllr. Stephen Siddall reported that negotiations about the legal fees are ongoing. Once these have been agreed he will circulate the schedule of required works and breakdown of costs.

11. Yoxwood

Cllr. Russell Pearce proposed that the Council offers a Restart Grant of £700 to the Yoxwood Steering Group for community events. Seconded by Cllr. David Childs. All in favour. (LGA 1972. 137)

ACTION: Clerk to inform Yoxwood Steering Group,

12. Church

Cllr. John Sutherell reported that the Flower Festival was successful and the Bell Ringers are back in action. Services have resumed on Sundays and the Church is open during the day. The churchyard has been cut by Suffolk Coastal Norse.

13. Police

a) Cllr. John Sutherell said that seven incidents were reported in the parish in April 2021. In Elmsley Way, there were two violence/sexual offences, in Culcott Close there was one drugs offence, in the layby on the A12 near Darsham there was one public order offence, near the garage at Darsham there was an anti-social behaviour offence, on Willow Marsh Lane there was a theft and on the A12 near the junction to the A144 there was one vehicle crime.

b) Cllr. Kara Cowie raised a concern about the recurrence and severity of incidents occurring in certain areas of the parish. Cllr. John Sutherell agreed to contact the Community Engagement Officer for his comments and for help with the definition and category of crimes on the Suffolk Constabulary website, particularly the violence/sexual offence, and whether the incidents on the roads are people living there or vehicles passing through.

ACTION: Cllr. John Sutherell to contact PC Simon Green.

14. Cemetery

The Council agreed to refund a £200 plot reservation fee to a resident leaving the parish. (LGA 1972 s.111)

ACTION: Clerk to ascertain whether the resident still intends to leave the parish.

15. Work Party

The Council noted that the skirting on many pavements in the parish is encroaching and needs to cut back. Also the footpath from the village to Darsham rail station is becoming overgrown again.

ACTION: Cllr. Paul Ashton to put in a request to Highways.

16. Planning

a) Cllr. Stephen Siddall proposed that the Council supports planning application DC/21/0828/FUL - demolition of existing board clad garage, with a mineral felt roof, pair of garage doors and gable window. Erection of new timber framed garage with horizontal feather edge boarding to walls on a brick plinth, pantiled roof with ridge tiles set in lime mortar. Pair of garage doors, gable window and side door at The Old Beer House, High Street. Seconded by Cllr. Russell Pearce. All in favour.

b) Cllr. Stephen Siddall proposed that the Council supports planning application DC/21/2278/FUL - consent to place a log cabin, which falls under 'The Caravan Sites Act 1968, as amended in England 2006 and Wales 2007' within the garden curtilage of the main dwelling house at The Gatehouse, Middleton Crossing, Middleton Road for residential ancillary use. Seconded by Cllr. Russell Pearce. All in favour.

c) Cllr. Stephen Siddall proposed that the Council supports planning application DC/21/2208/FUL - construction of a two storey side extension at 2 Middleton Road. Seconded by Cllr. Russell Pearce. All in favour.

ACTION: Clerk to inform the planning department.

17. Annual Accounts/Annual Governance and Accountability Return (AGAR)

The Council approved the following documents:

- a) the Annual Accounts for the financial year 2020-2021;
- b) the Annual Governance Statement (Section 1) of the AGAR;
- c) the Accounting Statements (Section 2) of the AGAR;
- d) the Certificate of Exemption;
- e) the bank reconciliation for the financial year 2020-2021;
- f) the report from the Internal Auditor;
- g) the period for the exercise of public rights from 14th June to 23rd July 2021.

ACTION: Clerk to submit the Certificate of Exemption to the external auditor.

18. Finance

a) The Council noted the latest financial position, attached as Appendix I, including receipts of £7,108.24 which is the first instalment of precept from ESC, a tax base grant of £116.00 from ESC and £47.24 for share of water charges.

b) The Council approved expenditure of £25 for Cllr. John Sutherell and Cllr. Stephen Siddall to attend a Neighbourhood Planning training event organised by SALC and The Suffolk Preservation Society.

c) The Council authorised online access for the Clerk to view the HSBC bank account.

d) It was proposed by Cllr. Kara Cowie, seconded by Cllr. Paul Ashton, to authorise the following payments. All in favour.

Details	Payee	Amount	Power
Clerk's Salary	Sharon Smith	£421.92	LGA 1972 s.112
Clerk's PAYE	HM Revenue and Customs	£39.28	LGA 1972 s.112
Clerk's Expenses	Sharon Smith	£51.39	LGA 1972 s.111
Bluehost Website Hosting	Paul Ashton	£123.46	LGA 1972 s.111
Village Hall Legal Fees	Birketts LLP	£1,015.20	LGA 1972 s. 19
Internal Audit Fee	Suffolk Association of Local Councils	£238.80	LGA 1972 s.111
Quarterly Contribution	Yoxford Village Hall	£240.50	LGA 1972 s. 19
Grass Cutting	RSC Landscapes Ltd	£882.00	OSA 1906 s.10

19. Correspondence

a) The Council reviewed the correspondence received between 1st May 2021 and 27th May 2021.

b) Cllr. Ian Shaw, referring to the email received from The Scion Foundation, suggested arranging a litter picking event.

ACTION: Clerk to contact Suffolk Coastal Norse and Cllr. Ian Shaw to contact the previous volunteer.

c) Cllr. John Sutherell and Cllr. Kara Cowie agreed to respond to the ESC Older Persons Housing Strategy survey.

20. Next Meeting

The Council confirmed the date and time of the next meeting of the Council which is scheduled for Thursday 1st July 2021 at 7:00 pm at the Village Hall.

The meeting closed at 8:40 pm.

Appendix I - Financial Position

Bank Balances

HSBC Community Account as at 7 May 2021	£36,738.59
N S & I Investment Account as at 1 January 2021	£11,042.80
United Trust Bank Business Bond as at 31 July 2020	£7,281.04
United Trust Bank Business Bond as at 19 December 2020	£5,366.82
	<u>£60,429.25</u>

Earmarked Reserves

SMH Play Area	£1,170.85
Garden of Suffolk Map	£1,500.00
Mulberry Park	£5,000.00
Village Hall Refurbishment Project	£5,624.79
Community Infrastructure Levy	£9,902.09
	<u>£23,197.73</u>

Bank Balances less Reserves

£37,231.52

Payments – June 2021

Sharon Smith - Clerk's Salary	£421.92
HM Revenue and Customs – Clerk's PAYE	£39.28
Sharon Smith – Clerk's Expenses	£51.39
Bluehost Website Hosting – Paul Ashton	£123.46
RSC Landscapes – Grass Cutting	£882.00
Birketts LLP – Village Hall Legal Fees	£1,015.20
SALC – Internal Audit Fee	£238.80
Yoxford Village Hall – Quarterly Contribution	£240.50
	<u>£3,012.55</u>

Net Balance

£34,218.97