

**MINUTES OF THE YOXFORD PARISH COUNCIL MEETING
HELD ON THURSDAY 5th MAY 2022 AT 7:20 PM AT YOXFORD VILLAGE HALL**

1. Election of Chair

Cllr. Russell Pearce was nominated by Cllr. Paul Ashton and seconded by Cllr. David Childs to remain in office as Chairman. All members present voted in favour and Cllr. Pearce was duly elected. Cllr. Pearce signed the Declaration of Office and the Clerk signed as witness.

2. Election of Vice-Chair

Cllr. Paul Ashton was nominated by Cllr. David Tower and seconded by Cllr. David Childs to remain in office as Vice-Chairman. All members present voted in favour and Cllr. Ashton was duly elected. Cllr. Ashton signed the Declaration of Office and the Clerk signed as witness.

3. Attendance and Apologies

Attendees:

Cllr. Russell Pearce – Chair
Cllr. Paul Ashton – Vice-Chair
Cllr. Ian Shaw
Cllr. Janet Gardner
Cllr. David Tower
Cllr. David Childs
Cllr. Nicoll McCallum

Apologies for absence:

Cllr. John Sutherell – written and accepted
Cllr. Stephen Siddall – written and accepted
Cllr. Sarah Barrett – written and accepted
Cllr. Laura Greenberg – written and accepted
County Cllr. Richard Smith
District Cllr. Stephen Burroughes

In attendance:

Sharon Smith - Clerk/RFO
District Cllr. Stephen Burroughes (via Zoom)
10 members of the public

4. Councillors' Declarations of Interest

None.

5. Public Forum

a) A member of the public said he had difficulty finding the village website. Cllr. Ian Shaw said he was unable to download the Village Hall booking form.

ACTION: Cllr. Paul Ashton and the Clerk to review links and revise booking form.

b) District Cllr. Stephen Burroughes spoke about the challenges arising from COVID in the past two years and commended Parish Councils for helping their communities. The District Council supported communities by distributing £30m in business grant schemes. This year, there will be a Council Tax Reduction Scheme where all households in bands A-D will receive a rebate of £150. Large projects during the year included the Gullwing Bridge in Lowestoft which is taking shape, a decision will be made on Sizewell C shortly and the Scottish Power Renewables scheme has been given the go ahead. Cllr. Burroughes said he will try to support the Parish Councils and communities he represents with planning applications in their area.

With regard to the outline planning application at Cullcott Close, Cllr. Burroughes reported that the District Council has decided that the fence has been erected in the right place and no enforcement action is necessary and he will shortly send an email to the Clerk outlining this. Cllr. Burroughes also said that the piece of land was under offer but he was unsure whether it is for sale on the open market or whether the nearest property owner has been given first refusal. When the Councillors expressed concern, Cllr. Burroughes replied that this may be confidential and he would need to clarify matters and then go through the details with Cllr. Stephen Siddall.

6. Meeting Minutes

It was proposed by Cllr. David Tower, seconded by Cllr. Nicol McCallum, and agreed that the minutes of the meeting held on 31st March 2022 be approved. All in favour.

7. Councillors

- a) The Council agreed the responsibilities of members to liaise with outside organisations and to lead on projects.
- b) The Council adopted the LGA Model Councillor Code of Conduct 2020.

8. Progress Reports

a) Yoxwood - Cllr. David Childs reported that the Easter Egg Hunt was a great success with around 40 children attending.

b) Energy Projects - Cllr. Paul Ashton reported that the Secretary of State has invited all interested parties to comment on the responses received from EDF and other parties to the questions he raised about Sizewell C.

ACTION: Cllr. Paul Ashton to circulate a draft response for comments and submit the final version to the Secretary of State by 23rd May 2022.

c) Garden of Suffolk Map - the new map has been erected at Mulberry Park. Cllr. Ian Shaw agreed to paint the frame's legs and was authorised to buy black paint. The Council agreed to arrange for a second map to be printed for siting at another location

ACTION: Cllr. Ian Shaw to paint frame and Clerk to obtain quote for printing,

d) Youth Club - the Clerk reported that the CYDS Project received a grant from the National Lottery Awards for All Scheme therefore they do not require any funding from the Council at present. The Council agreed to ring-fence the previously agreed funds. Cllr. Paul Ashton explained that he was participating in a 'Rural Proofing' project whereby the members of the ESC Framlingham and Wickham Market Community Partnership will list all their town/village assets to be combined into a single searchable list. Cllr. Ashton said it will enable the Council to see where it might be able to promote its assets to surrounding villages which do not have similar facilities. A catchment area could be identified for the Youth Club and promotional posters put up in the neighbouring villages. Following a recommendation from the Clerk, the Council agreed to review the health and safety requirements for the Village Hall. The review will include the fire safety arrangements and identify whether there is a requirement to hold regular fire drills with an marked assembly point, particularly during the Youth Club.

ACTION: Cllr. David Tower to complete the Health and Safety Executive Checklist. Clerk to ask CYDS for a copy of their risk assessments and seek further advice from SALC.

e) Church – Cllr. John Sutherell reported by email that the 'Beavers' from Yoxford Primary School explored the church and had a questions and answers session with Rev. Tim Rogers. The school also held their Easter Service in church with pupils and their families, On 24th April, the Holy communion service was replaced with a laity led ecumenical morning service. The future pattern of services will be the Benefice rotating on the first Sunday of the month, Holy communion on the second Sunday, Family @ Church on the third Sunday and ecumenical non communion service on the fourth Sunday. The Church is preparing for the Flower Festival, concert and Jubilee weekend with the Sunday ecumenical service all going ahead.

f) Police – Cllr. John Sutherell reported by email that seven crimes were reported in the parish in March 2022. There was a violence/sexual offence at Meadowlands Close, a report of criminal damage/arson in the High Street, a violence/sexual offence and an anti-social behaviour offence at Cullcott Close, an anti-social behaviour offence on the B1122 and a theft and a public order offence at Darsham petrol station.

9. Parish Matters

a) The Council agreed to obtain three quotations for two basketball stands and hoops for installation on a Village Hall tennis court. District Cllr. Stephen Burroughes suggested that the Clerk asks East Suffolk Norse to provide a quote and he offered funding towards the purchase from his Enabling Communities Budget.

ACTION: Clerk to obtain three quotations and add to next month's agenda.

b) District Cllr. Stephen Burroughes advised the Council to speak to County Cllr. Richard Smith about employing a contractor to carry out parish maintenance in accordance with the County Council's Community Self-Help Scheme.

ACTION: Cllr. Paul Ashton to research the scheme via the County Council's website and speak to County Cllr. Richard Smith.

c) The Council granted permission for the Allotments Association to lay a concrete base for a small shed.

10. Finance

a) The Council noted the latest financial position, including receipts.

b) It was proposed by Cllr. Russell Pearce, seconded by Cllr. Paul Ashton, to authorise the following payments. All in favour.

Details	Payee	Amount	Power
Clerk's Salary	Sharon Smith	£509.60	LGA 1972 s.112
Clerk's PAYE	HMRC	£1.40	LGA 1972 s.112
Jubilee Bunting	Russell Pearce	£104.00	LGA 1972 s.137
Annual Subscription	SALC	£344.49	LGA 1972 s.111
Water Charges	Wave	£62.41	OSA 1906 s.10
Bank Charges	HSBC	£17.50	LGA 1972 s.111
Queen's Green Canopy Plaque	Sharon Smith	£108.00	LGA 1972 s. 137
Jubilee Booklet	Leiston Press	£136.00	LGA 1972 s. 137
Garden of Suffolk Map Frame	J T Pegg and Sons Ltd	£570.00	LGA 1972 s.144
Grass Cutting	RSC Landscapes Ltd	£564.00	OSA 1906 s.10
Quarterly Contribution	Yoxford Village Hall	£240.50	LGA (MP) 1976 s.19

11. Correspondence

The Council reviewed the correspondence received from 26th March 2022 to 28th April 2022.

12. Items for the Next Agenda

13. Next Meeting

The Council confirmed the date and time of the next meeting of the Council which is scheduled for Thursday 9th June 2022 at 7:00 pm.

The meeting closed at 8:45 pm.

Appendix I - Financial Position

Bank Balances

HSBC Community Account as at 1 April 2022	£40,529.02
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	£5,420.49
	<u>£64,358.30</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
Queen’s Platinum Jubilee	£1,000.00
Youth Club	£4,180.00
	<u>£39,668.26</u>

Bank Balances less Reserves

£24,690.04

Income – April 2022

ESC – Community Infrastructure Levy	£161.24
ESC – Precept First Instalment	£7,191.47
Dr Lynch – Share of Water Charges	£31.20
Perfitt Stonemasons - Headstone	£75.00
Birketts – Refund of Legal Charges	£954.00
	<u>£8,412.91</u>

Payments – May 2022

Sharon Smith - Clerk’s Salary	£509.60
HM Revenue and Customs – Clerk’s PAYE	£1.40
SALC – Annual Subscription	£344.49
Yoxford Village Hall – Quarterly Contribution	£240.50
J T Pegg and Sons Ltd – Garden of Suffolk Map Frame	£570.00
RSC Landscapes Ltd – Grass Cutting	£564.00
Russell Pearce – Queen’s Jubilee Bunting	£104.00
Sharon Smith – Queen’s Green Canopy Plaque Yoxwood	£108.00
Leiston Press - Jubilee Events Booklet	£136.00
Wave – Water Charges	£62.41
HSBC – Bank Charges	£17.50
	<u>£2,657.90</u>