

**MINUTES OF THE YOXFORD PARISH COUNCIL MEETING
HELD ON WEDNESDAY 2nd MARCH 2023 AT 7:00 PM AT YOXFORD VILLAGE HALL**

1. Attendance and Apologies

Attendees:

Cllr. Russell Pearce – Chair
Cllr. Laura Greenberg
Cllr. David Tower
Cllr. Ian Shaw
Cllr. David Childs
Cllr. Ian Patterson
Cllr. Janet Gardner
Cllr. Hazel Wheeler

Apologies for absence:

Cllr. Paul Ashton – written and accepted
Cllr. Sarah Barrett – written and accepted
Cllr. Nicoll McCallum – written and accepted
District Cllr. Stephen Burroughes

In attendance:

County Cllr. Richard Smith
Sharon Smith - Clerk/RFO
Three members of the public

2. Councillors' Declarations of Interest

None.

3. Public Forum

County Cllr. Richard Smith reported that at their last meeting, the County Council agreed to raise their portion of Council Tax to 3.99%. With regard to Sizewell C, Cllr. Smith said he was meeting with Steven Merry, who has responsibility for transport matters, and he asked the Council if they would like him to represent their views about the proposed roundabout. Cllr. Russell Pearce replied that there are concerns about how the traffic will be managed during the construction of the roundabout. Cllr. Smith said he reported the Council's concerns about the footpath to Darsham station to Wayne Saunders, the Highways Community Liaison Engineer, and that he will tie this to the concerns about the roundabout. Cllr. Smith said he will not attend the next meeting as it is during the pre-election period even though the County Council election is not for another two years. Cllr. Smith gave thanks to any Councillors who are considering stepping down and wished good luck to those Councillors standing for re-election.

4. Meeting Minutes

- a) It was proposed by Cllr. Hazel Wheeler, seconded by Cllr. Ian Patterson, and resolved that the minutes of the meeting held on 1st February 2023 are approved. All in favour.
- b) It was proposed by Cllr. Hazel Wheeler, seconded by Cllr. Ian Patterson, and resolved that the minutes of the extraordinary meeting held on 21st February 2023 are approved. All in favour.

5. Parish Clerk/RFO Vacancy

- a) The Council noted the resignation of the Parish Clerk/Responsible Financial Officer and recorded a vote of thanks for all her service to the Council.
- b) Cllr. Russell Pearce proposed that the Council appoints Trudy Charles to the role of Parish Clerk/Responsible Financial Officer subject to the terms and conditions outlined in the draft offer letter and contract of employment. Seconded by Cllr. Ian Shaw. All in favour.

6. Councillors' and Clerk's Reports

- a) Yoxwood – the Council discussed three requests received from the volunteers' group and agreed the following:
 - i) The Council, as landowner, is responsible for the fencing and therefore any repairs should be reported to the Council. Cllr. Russell Pearce agreed to arrange to meet the volunteers onsite to inspect the fencing and to arrange any necessary repairs.

ii) Requests for funding should be submitted for the Council's consideration before the purchase has been made therefore the request for a financial contribution to trees purchased last month was declined. The Council noted that it has provided funding to Yoxwood this financial year and there are other community groups which have also asked for financial support.

iii) 'Clear up after your dog' signs will be purchased. Number, size and style to be agreed with the volunteers' group.

ACTION: Cllr. Russell Pearce and the Clerk to progress.

b) Police – a crime of arson/criminal damage was reported near The Lane in January 2023.

c) Elections – the Council noted the Parish and District Council elections to be held on 4th May 2023. The Clerk explained the pre-election period which begins on 16th March 2023. The nomination papers were circulated to the Councillors wishing to stand for re-election. The Clerk will make an appointment with the Elections Officer at ESC to hand-deliver the nomination forms and this date will be communicated to Councillors shortly.

ACTION: Clerk to make an appointment with the ESC Elections Officer.

d) Work Party – Cllr. Ian Shaw reported that he began clearing the triangle of land on Old High Road.

7. Strategic Objectives 2023-2024

a) To receive an update on the legal transfer of Yoxwood View play area (Priority 1.2) – no update.

b) To receive an update on the 20 mph speed limit proposal (Priority 3.1) – no update.

c) To receive an update on the proposal to regenerate Mulberry Park (Priority 1.2) – it was agreed to contact the Townland Trust to ascertain their intentions for the park and the buildings to enable this land to be put to good use for the village.

ACTION: Clerk to contact Townland Trust.

d) To receive an update on the thermal imaging camera project (Priority 6.3) – Cllr. Ian Shaw agreed to collect the camera next week for a period of two weeks from 7th to 20th March. A small number of residents have asked for their houses to be surveyed.

e) To consider any information for communicating (Priority 2.1) – the Clerk agreed to inform the Yapper about the appointment of a Local History Recorder and the upcoming Elections and to update the 'What's On at the Village Hall' information in the Yoxmere Fisherman. Cllr. Laura Greenberg agreed to inform the Yapper about the availability of the thermal imaging camera.

8. Parish Matters

a) The Council noted permission was granted by ESC to site a dog waste bin to be sited on the lane just past Yoxford Antiques at the footpath on the left just beyond the bridge crossing the River Yox. It was agreed to seek permission from the landowner and to ascertain if a street furniture licence needs to be purchased from SCC if the bin is sited on private land.

ACTION: Clerk to ask permission from landowner and contact SCC.

b) The Council agreed to apply for 2,000 Narcissus bulbs from the 'East Suffolk Blooms' scheme for planting at Yoxwood and other Council land.

ACTION: Clerk to contact ESC.

c) The Council agreed to install a sign from the Commonwealth War Graves Commission indicating four war graves at the Cemetery.

ACTION: Clerk to contact CWGC.

9. Planning

Cllr. Russell Pearce proposed that the Council supports planning application DC/23/0295/FUL – single storey side extension and internal alterations – Lovetts Lodge, Strickland Manor Hill. Seconded by Cllr. David Tower. All in favour.

ACTION: Clerk to inform the planning department.

10. Administration

a) The Council conducted the annual review and approval of the Asset Register subject to the addition of the Youth Club assets.

ACTION: Clerk to amend the Asset Register.

b) The Council conducted the annual review and approval of the Internal Controls Statement.

c) The Council noted the s.137 expenditure limit of £8.22 per elector for the financial year 2022-2023 and £9.93 per elector for the financial year 2023-2024.

11. Finance

a) The Council noted the latest financial position, attached as Appendix I.

b) The Council noted the budgeted versus actual income and expenditure for Quarter 3 2022-2023.

c) The Council agreed to outsource payroll to SALC at a cost of £7.50 per month.

d) The Council agreed to purchase a new laptop for the Clerk with a budget up to £500.

e) The Council agreed to offer training with SALC to the new Clerk.

f) It was proposed by Cllr. Russell Pearce, seconded by Cllr. Hazel Wheeler, and resolved to authorise the following payments. All in favour.

Details	Payee	Amount	Power
Clerk's Salary	Sharon Smith	£758.00	LGA 1972 s.112
Clerk's Expenses	Sharon Smith	£61.13	LGA 1972 s.111
Mulberry Park Shrub Clearance	RSC Landscapes Ltd	£690.00	OSA 1906 s.10
Sports Court Electricity	E.on Next	£149.28	LGA (Misc Prov) 1976 s.19
Bank Charges	HSBC	£14.00	LGA 1972 s.111

12. Correspondence

a) The Council reviewed the correspondence received from 27th January 2023 to 24th February 2023.

b) The Council noted a complaint to SCC Highways and the County Councillor from a resident about parking on the verge near the entrance to Westleton Road. The Council sympathised with the resident's concerns but as the land belongs to Highways it was agreed that the Council was unable to offer any additional support.

13. Next Meeting

a) To change the date of the Annual Parish Meeting from 6th April 2023 to 1st June 2023.

b) The Council confirmed the date and time of the next meeting of the Council which is scheduled for Thursday 6th April 2023 at 7:00 pm.

The meeting closed at 8:30 pm.

Appendix I - Financial Position

Income – February 2023

ESC – Cost of Living Grant	£880.00
HMRC – VAT Recovery	£1,988.67
B&Q – Christmas Lights Refund	£73.50
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	£2,942.17

Payments – March 2023

Sharon Smith - Clerk's Salary	£758.00
Sharon Smith – Clerk's Expenses	£61.13
RSC Landscapes – Mulberry Park Shrub Clearance	£690.00
E-on Next – Sports Court Electricity	£149.28
HSBC – Bank Charges	£14.00
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	£1,672.41

Bank Balances

HSBC Community Account as of 2 March 2023	£1,467.06
Unity Trust Current Account as of 2 March 2023	£8,755.04
Unity Trust Savings Account as of 2 March 2023	£35,880.00
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
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	£59,032.58

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
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	£37,377.69

General Reserves

£21,654.89