

**MINUTES OF THE ANNUAL MEETING of
YOXFORD PARISH COUNCIL**

held on
Thursday May 11th 2023
at 7:00 PM
at Yoxford Village Hall

1. Election of Chair

Cllr. Russell Pearce was nominated by Cllr. Ian Paterson and seconded by Cllr. Laura Greenberg to remain in office as Chairman. All members present voted in favour and Cllr. Pearce was duly elected. He signed the Declaration of Office and the Clerk signed as witness.

2. Election of Vice-Chair

Cllr. David Tower was nominated by Cllr. Laura Greenberg and seconded by Cllr. David Childs to take up office as Vice-Chairman. All members present voted in favour and Cllr. Tower was duly elected. He signed the Declaration of Office and the Clerk signed as witness.

3. Attendance and apologies

Attendees:

Cllr. David Childs
Cllr. Janet Gardner
Cllr. Laura Greenberg
Cllr. Nicol McCallum
Cllr. Anna Noakes
Cllr. Ian Paterson
Cllr. Russell Pearce
Cllr. Deborah Thompson
Cllr. David Tower
Cllr. Jason Vincent
Cllr. Hazel Wheeler

Apologies for absence:

County Cllr. Richard Smith - written and accepted
District Cllr. Julia Ewatt

In attendance:

Trudy Charles - Clerk/RFO
One member of the public

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

None

5. Public Forum

- a) No member of the public wished to address the meeting.
- b) No report from County Cllr. Richard Smith.
- c) The newly elected District Cllr., Julia Ewatt addressed the Council and shared her gratitude at being elected. She summarised the election results which, she believed provided opportunities for the elected members, whatever their political allegiances, to collaborate. District Cllr. Ewatt outlined her areas of sector specific interests as energy, the environment, planning, transport and health. She also outlined a hope that she could facilitate closer local connections and collaboration between Parish Councils and would be looking to organise meetings over the coming weeks.

6. Minutes

- a) It was proposed by Cllr. David Tower, seconded by Cllr. Nicol McCallum, and agreed, that the minutes of the meeting held on 6th April 2023 be approved. All in favour.
- b) Matters arising. The Clerk summarised the progress made on the Actions from the last meeting. Those she was responsible for have been completed although she reported that she had not yet been successful in gathering road cleaning/clearing schedule from ESC and so would follow up. Cllr. Pearce has yet to move the bench along Brook St. away from the corner of Old High Road.

MINUTES OF THE ANNUAL MEETING of YOXFORD PARISH COUNCIL

7. Councillors

a) The Clerk summarised her putting together a pack of information to support new/all Councillors. She encouraged all Councillors to engage with the SALC basic training which is two two hour sessions in May or June for £60+VAT per person. She added that further dates will be organised should the first sets of dates be not convenient.

ACTION: Councillors to inform the Clerk about choices for the SALC training to enable her to book slots.

b) It was decided to postpone the discussion about best practice advice regarding email addresses for Councillors to enable members to have more time to read relevant documents and consider their views.

ACTION: Councillors to read relevant documents with a view to contributing to the discussion at the next meeting.

c) Councillors' discussed the existing areas of responsibility and added new ones such as Village Culture, Communications and Village Hall Refurbishment. It was agreed that Councillors need further time to consider options.

ACTION: Councillors to consider areas of responsibility with the aim of finalising decisions at the next meeting.

d) Cllr. David Tower proposed that Council re-adopt the LGA Model Councillor Code of Conduct 2020. This was seconded by Cllr. Nicol McCallum. All members were in favour.

8. Councillors' and Clerk's Reports

a) Yoxwood: Cllr. David Childs shared that the team of volunteers continue to maintain and manage the woodland; focusing mainly at the moment, on replacing dead trees. He also shared that Yoxwood Music Night has been scheduled for June 3rd and is being publicised around the village.

b) Church: none

c) Police: none

d) ESC Community Partnership: The Clerk shared a summary of her meeting with Joss Mullett, Community Officer which included the three priorities for the group for 2023. There is funding available and Joss is available to support and advise on any project ideas the Council or any voluntary groups might have. It was agreed that it would be important to have a Cllr. who'd take on the responsibility for meeting and liaising with the Partnership.

ACTION: Councillors to consider taking on lead responsibility for the Council's contribution to ESC Community Partnership. Until a new Cllr. is in place, Clerk to contact local groups to share the Partnerships priorities and inform them of potential funding opportunities.

e) Cemetery: none

f) Work Party: Cllr. Russell Pearce shared that the work of the team continues to ensure level ground for the siting of the bench at Bowling Green Corner.

9. Strategic Objectives 2023-2024

a) To receive an update on the legal transfer of Yoxwood View play area (Priority 1.2). The Clerk shared that she awaits further contact from Stephen Siddall.

b) To receive an update on the 20 mph speed limit proposal (Priority 3.1). At the last meeting on April 6th, the former Parish Cllr. Paul Ashton volunteered to continue his involvement in this priority and to make contact with the County Council.

ACTION: The Clerk to contact Mr Ashton for an update.

MINUTES OF THE ANNUAL MEETING of YOXFORD PARISH COUNCIL

c) To receive an update on the proposal to regenerate Mulberry Park (Priority 1.2). The Clerk shared that she awaits contact from John Sutherland about the church's plans for Mulberry Park. She will contact him again if no further contact has been had by the end of May.

ACTION: The Clerk to contact John Sutherland.

d) To consider any information for communicating (Priority 2.1). Council discussed the Annual Parish Meeting and how best to maximise engagement. It was agreed that invitations would be sent out to community groups and a public invitation to be published as widely as possible.

ACTION: Liaising with Cllr. Greenberg, the Clerk to design invitations/notices and circulate via email, Noticeboards, The Yapper, Horner's etc.

e) To consider the timeline for review of the Strategic Objectives 2023-4. In order to allow Councillors more time to consider, it was agreed by all to postpone this item until the meeting in July.

10. Parish Matters

a) To consider RSC Landscapes' quotation for grass cutting for 2023-2024 season. Cllr. Russell Pearce proposed that Council accept this year's quotation from RSC Landscapes but to put the contract out to tender for 2023-24. Cllr. Ian Paterson seconded this proposal. All were in favour.

ACTION: The Clerk to update RSC Landscapes with Council's decision.

b) To consider the email regarding parking arrangements for and access to Yoxford Cricket Club. The email was discussed and Council were keen to share their delight that the club is growing and its reputation is building. It acknowledged that with an increase in traffic, there would be ramifications which would need planning for. Cllr Anna Noakes shared her concern for pedestrian safety, particularly that of children, who she'd seen crossing the road between parked cars. Various options were discussed. It was agreed that Cllr. Nicol McCallum, who has links with the club, would open a dialogue with Club staff, walk the ground and feed back to Council.

ACTION: Cllr. Nicol McCallum to liaise with staff from Yoxford Cricket Club and feed back to Council for further discussion and consideration.

11. Planning

a) The update contained within Consultation Letter of April 18th 2023 regarding Application No: SCC/0030/23 was noted.

12. Finance

a) Cllr. Russell Pearce proposed and Cllr. Ian Paterson seconded the proposal to approve the Annual Accounts for the financial year 2022-2023. All were in favour.

b) Cllr. Russell Pearce proposed and Cllr. David Tower seconded the proposal to approve the Bank Reconciliation for the financial year 2022-2023. All were in favour.

c) Following consideration of the document, Cllr. Russell Pearce proposed and Cllr. Laura Greenberg seconded the approval of the Annual Governance Statement (Section 1) of the Annual Governance and Accountability Return (AGAR). All members were in favour.

d) Following consideration of the document, Cllr. Russell Pearce proposed and Cllr. Ian Paterson seconded the proposal to approve the Accounting Statements (Section 2) of the Annual Governance and Accountability Return. All members were in favour.

e) Council noted the analysis of the Significant Variances from the previous financial year.

f) Cllr. Hazel Wheeler proposed and Cllr. Russell Pearce seconded the proposal to agree to set the period for the exercise of public rights from 5 June to 14 July 2023. All members were in favour.

g) Cllr. Russell Pearce proposed and Cllr. Ian Paterson seconded the proposal approve the Community Infrastructure Levy Report (CIL) for the financial year 2022-2023. Cllr. Russell Pearce also provided a summary of the CIL for new councillors. All members were in favour.

**MINUTES OF THE ANNUAL MEETING of
YOXFORD PARISH COUNCIL**

- h) Cllr. Russell Pearce proposed and Cllr. Ian Paterson seconded this proposal to review the Internal Audit Report for the financial year 2022-2023 and agree to any necessary actions. All members were in favour.
- i) Council noted the budgeted versus actual income and expenditure for the financial year 2022-2023.
- j) Council noted the review of the effectiveness of the internal audit for the financial year 2022-2023.
- k) Council noted the Remittance Advice from ESC informing Council that the 1st Precept instalment of 2023/4 has been paid to the sum of £7350.84.
- k) Before asking Council to authorise the payments listed below, the Clerk asked that it be minuted that the previous Clerk be thanked for all her hard work and diligence in preparing all ed of year documents for audit. The following payments were authorised:

Details	Payee	Amount	Power
Clerk's Salary (paid 31/04/23)	Trudy Charles	£532.13	LGA 1972 s.112
Former Clerk's Payment (year end and audits)	Sharon Smith	£151.60	LGA 1972 s.111
Clerk's Expenses (Zen Internet)	Trudy Charles	£14.39	LGA 1972 s.111
Clerk's Expenses (Mileage 35.2 @ 45p per mile)	Trudy Charles	£15.84	LGA 1972 s. 111
Annual Subscription	SALC	£341.43	LGA 1972 s.111
Annual Internal Audit Year End 31/03/23	SALC	£313.20	LGA 1972 s.111
INV11012 30/04/22 Yoxwood Plant Servicing	Sibton Country Supplies	£202.20	LGA 1972 s.111

11. Correspondence

To review correspondence received from April 7th to May 5th 2023 and to take action as appropriate.

- a) Planning Application DC/23/1460/FUL of May 10th 2023 was considered. It was proposed by Cllr. Laura Greenberg and seconded by Cllr. Janet Gardner to support this application. All members were in favour.

ACTION: Clerk to submit Council comments via ESC Planning Portal.

12. Questions to the Chair/Items for the Next Agenda

- a) Cllr. Laura Greenberg asked how Council can strengthen its links with the village primary school. This was discussed.

ACTION: Cllr. Laura Greenberg to contact the school and then feed back.

- b) The condition of the two noticeboards in the village was discussed and it was agreed that these needed maintenance, repair and/or replacement. In light of Council wishing to improve its links with residents, Cllr Russell Pearce proposed that the Communications Team assess the matter and feed back for further discussion in July.

ACTION: Cllr. Laura Greenberg and the Clerk (Communications Team) to liaise, consider locations and report back to Council.

13. Next Meeting

The date and time of the next meeting of the Council was confirmed for June 1st as the Annual Parish Meeting.

Meeting closed 8.30pm

**MINUTES OF THE ANNUAL MEETING of
YOXFORD PARISH COUNCIL**

Correspondence: April 1st to May 5th 2023

<u>Sending Organisation</u>	<u>Details</u>	<u>Date</u>
Suffolk Association of Local Councils	a) E-Bulletins (incl. training) b) Joint Statement with ESC	various 11/04/23
Suffolk County Council	a) Application No: SCC/0030/23 Proposal: discharge of requirement 3 – Project Wide: Archaeology and Peat in respect of SZC Co. Sizewell c nuclear power station b) Suffolk Climate Change Partnership re Green Flag Award	18/04/23 19/04/23
East Suffolk Council	a) Licensing Team/update on application: feedback from fire service team b) Stephen Burroughes re final monthly report before may elections c) CIL: Examiner's Report d) Planning updates DC/23/0379/OUT IP17 3HP e) Planning updates: DC/23/0379/OUT & DC/23/1351/AGO	11/04/23 14/04/23 21/04/23 27/04/23 28/04/23
Suffolk Constabulary	a) Police Connect: theft from vehicle in Walpole b) Police Connect: public order offence in Halesworth c) Suffolk Police Rural & Wildlife Newsletter	19/04/23 19/04/23 04/05/23
Other organisations:		
Yoxford Cricket Club	a) Email regarding parking/access arrangements	25/04/23
National Grid	b) Letter re. Eurolink name change	25/04/23
Cullcott Close resident	c) A multiple email thread re Cullcott Close FOI request	11/04/23

