

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

held on
August 3rd 2023
at 7pm
at Yoxford Village Hall

1. Attendance and apologies

Attendees:

Cllr. David Childs
Cllr. Anna Noakes
Cllr. Ian Patterson
Cllr. Russell Pearce
Cllr. David Tower
Cllr. Jason Vincent
Cllr. Hazel Wheeler

Apologies accepted for absence:

Cllr. Laura Greenberg
Cllr. Nicol McCallum
Cllr. Deborah Thompson

District Cllr. Julia Ewart

In attendance:

County Cllr. Richard Smith

Trudy Charles - Clerk/RFO
1 member of the public

2. To receive declarations of interest and to consider requests for dispensations: none

3. Public Forum

a) No members of the public voiced a wish to address the Council.

b) To receive a report from County Cllr. Richard Smith: Cllr. Pearce thanked County Cllr. Smith for his part in ensuring that the public path to Darsham has now been cleared. County Cllr. Smith delivered his report:

- County Cllr. Sith enquired whether the Clerk had received contact from Wayne Saunders, SCC Engineer and, when informed that she had not, stated that he'd chase this.
- Sizewell: the date has been brought forward to end of 2023 by which investment decisions are made. Works will begin in Spring 2024. Cllr. Smith has read that the government will take a stake in the project but this is not confirmed.
- Directly elected leader of SCC: the County Council and the government have drawn up plans for a consultation on the process to begin Autumn 2023. Part of the 'deal' will involve the payment of £16 million p.a over 30 years although the figure will not be index linked.
- County Cllr. Smith was asked for his input on the decrease by Greater Anglia in its off peak service from London to Darsham. He advised that the county council has no influence on de-regulated services and that contact should be made directly with Greater Anglia and East Suffolk Travel Association (ESTA). Cllr. Noakes proposed and Cllr. Tower seconded that the Parish Council to make contact with these two organisations. All in favour.

ACTION: Clerk to write to Greater Anglia and ESTA with concerns about decrease in off peak service.

c) To receive a report from District Cllr. Julia Ewart: In her absence, District Cllr.'s report was circulated to Parish Councillors before the meeting.

4. Minutes

a) Cllr. Patterson proposed that with the correction to point 4b and the removal of Cllr. Thompson's name, the minutes of the meeting held on July 6th 2023 should be approved as accurate. Cllr. Pearce proposed that the minutes of the Extraordinary Meeting held on July 19th be approved. Cllr. Tower seconded these proposals and all voted in favour.

b) Matters arising from these meetings:

- The Clerk has yet to hear from District Cllr. Ewart regarding her liaison with Yoxford GP Surgery. The Clerk will follow up.
- Cllr. Patterson has forwarded the draft letter from the Joint Villages meeting regarding Sizewell and this has been circulated via the village website.
- The Clerk is still exploring options for councillor email addresses. Councillor duties have been published on the village website.
- The Clerk has contacted the resident regarding issues with Borderline Buses.
- The Clerk has completed the nomination for SALC/SCP Town and Village Awards.
- The Clerk has paid the £100 donation from the PC to Disability Advice Service (DAS).
- The Clerk is in contact with the Insurers regarding the Allotment Association.
- The Clerk gathered further information regarding the application for a memorial bench. This was discussed and in principal, the family's request to place a memorial bench at the bottom of Church Lane opposite Horner's was agreed. This is providing that the bench purchased by the family is the same as the existing one. Cllr. Pearce offered to site the bench.

ACTION: Clerk to contact the family requesting a memorial bench and update them with the decisions of Council.

- The Clerk submitted Council's comments regarding the planning applications via the ESC Planning Portal.
- The Clerk has informed SALC of the change in the Clerk's contracted hours and rate of pay.

5. Councillors' and Clerk's Reports

a) Yoxwood, including to consider the team's proposal regarding the purchase of benches. Council discussed the request from the Yoxwood team. Cllr. Childs advised that maintenance would be minimal with recycled plastic benches. Cllr. Patterson proposed and Cllr. Tower seconded that Council agrees to buy one black bench at the cost of £376.12 + VAT. All voted in favour.

ACTION: Clerk to contact the Yoxwood team and arrange purchase of the bench.

Cllr. Childs shared that the mowers had been serviced. The Clerk enquired if any invoice had been received for this work as last year's invoice was paid very late and she wants to avoid this.

ACTION: Clerk to liaise with the Yoxwood team re. invoice for servicing of mowers.

b) Church: none

c) Police: none

d) ESC Community Partnership: most recent meeting had not been attended by Council

e) Cemetery: memorial placing and an enquiry regarding the site of a grave. Clerk overseeing these matters.

f) Work Party: Cllr. Pearce felled a storm damaged plum tree in Mulberry Park. Wood was cleared by Cllr. Thompson. There remains further debris to clear.

6. Strategic Objectives 2023-2024

a) To receive an update on the legal transfer of Yoxwood View play area (Priority 1.2): no further progress since update at last meeting of July 6th.

b) To receive an update on the 20 mph speed limit proposal (Priority 3.1) and discuss the ongoing concerns of residents about speeding traffic. The Clerk shared that she had contacted District Cllr. Ashton for an update and was waiting to hear back. Council noted the continuing concerns of residents and hoped that, with contact from the Suffolk County Council Engineer, progress would be made in managing traffic speed in the village.

c) To receive an update on the proposal to regenerate Mulberry Park (Priority 1.2): no update.

d) To consider any information for communicating (Priority 2.1): Council discussed the different ways it uses to share information and communicate with the village and feels that it's working hard to reach as many people as possible. In addition, it was agreed that a summary of the ways of finding information could be presented.

ACTION: Clerk to design a 'menu' poster of ways to find information to be displayed in Horner's window.

7 Parish Matters

a) To consider the email from RSPB regarding the fix of the brown sign on A12 coming into Yoxford from Darsham. The matter and processes involved were discussed. Cllr. Childs proposed and Cllr. Pearce seconded that an application be made to Suffolk County Council's Community Self-Help Scheme to facilitate this.

ACTION: Clerk to contact SCC's Community Self-Help Scheme.

b) To consider needs of the trees in Mulberry Park: the health of two particular plum trees was discussed. One has been cleared due to concerns about safety. The other to be monitored. An idea was proffered and discussed that a Community Work Party/Community Help Day could be an effective way of small village maintenance tasks as well as involving the community in them. It was agreed to discuss this at the next meeting.

c) To consider the Allotment Association's proposal that the Parish Council purchases the tools owned currently by the YAA and incorporates these into its insurance cover: this matter was discussed, concerns about security were raised. Before any decision could be made, Council believed that further information was required. Cllr. Pearce proposed and Cllr. Noakes seconded that the Insurer be contacted for further guidance. All were in favour.

ACTION: Clerk to contact Insurers for further guidance.

d) To consider being involved in ESC's second phase of the thermal imaging project: this was discussed. Cllr. Wheeler proposed and Cllr. Thompson seconded that the Council is involved. These two Councillors also offered to lead on the project.

ACTION: Clerk to contact ESC to declare Council's interest in the project.

e) To consider the request from Sizewell Community Relations Team to attend Council's September meeting and to meet with its Chair, Vice-Chair and Clerk beforehand: This was discussed at length after which Cllr. Pearce proposed, and Cllr. Patterson seconded, that the request be accepted. All were in favour.

ACTION: Clerk to contact Sizewell Community Relations Team to invite them to attend September's meeting and address the Council in Public Forum.

8. Planning

a) To consider the application: DC/23/1833/FUL: Following discussion, Cllr. Pearce proposed and Cllr. Gardner seconded that the application be supported. All were in favour.

b) To consider the application: DC/23/2780/VOC: Following discussion, Cllr. Pearce proposed and Cllr. Gardner seconded that the application be supported. All were in favour.

9. Administration

a) To discuss meeting length and schedule: there was a general discussion about how best to manage the meetings of the Parish Council as well as the Sole Trustee. It was recognised that tighter control of timings could be a useful way to ensure efficient and effective discussion. Cllr. Tower proposed that a limit of 1.5 hours be stated as maximum duration of the monthly Council meeting and a 5 minute duration for any address in the Public Forum.. Cllr. Pearce seconded these proposals and approval was voted for unanimously.

ACTION: Clerk to revise Standing Orders and submit to Council for approval at September's meeting. Clerk to inform District Councillors of the time limits of Public Forum. Clerk to summarise these changes in Council's monthly newsletter.

10. Finance

a) To note and discuss the latest financial position of the Parish Council: discussion was had in particular with regard to Council's Fixed Rate Deposit Account with United Trust Bank. This account matures on August 11th 2023. Re-investment options were discussed. Cllr. Pearce proposed that the account be reinvested into a further 1 year fixed rate account. Cllr. Patterson seconded this. All voted in favour.

ACTION: Clerk to contact United Trust Bank to organise the reinvestment.

b) To authorise the payments listed below:

Details	Payee	Amount	Power
Little St. Play Area Annual Inspection	David Bracey	£108.00	OSA 1906 s.10
Inv. 777028976 Uncontested Election charge	East Suffolk Council	£123.42	LGA 1972 s.112
Salary August 31st	Trudy Charles	£866.13	LGA 1972 s.112
Clerk's Expenses: stationery, printer ink, mobile phone & Sim package	Trudy Charles	£240.43	LGA 1972 s.111
Inv. 6790 Grass cutting July	RSC Landscapes	£531.60	OSA 1906 s.10

11. Correspondence

To review correspondence received from 6th to 28th July 2023 and to take action as appropriate: the Council reviewed the Inspection Report of the play equipment in Little Street play area. No action required.

12. **Questions to the Chair:** none

13. **Items for the next Agenda:** Cllr. Tower gave his apologies for next month's meeting. These were accepted.

14. Next Meeting

a) The date and time of the next meeting of the Parish Council was confirmed as Thursday 7th September 2023 at 7:00 pm.

Meeting closed at 8.40pm

Trudy Charles
Parish Clerk
August 13th 2023

Correspondence – July 1st to 28th 2023

Sending Organisation	Date(s) received	Details	Date forwarded to PC
Suffolk Association of Local Councils	07/07/23	NSIP focus group sessions	10/07/23
	11/07, 20/07, 25/07	E-bulletin & Training Bulletin	various
East Suffolk Council:	03/07/23	Democratic Services: Cabinet meeting Agenda	05/07/23
	24/07/23	Planning App.: DC/23/1833/FUL	25/07/23
	24/07/23	Planning App.: DC/23/2780/VOC	25/07
Suffolk Constabulary:	04/07/23	Police Connect: Theft from Peasenhall barn	05/07/23
	05/07/23	Police Connect: theft from sheds in Friston	05/07/23
	18/07/23	Police Connect: damage to car in Aldeburgh	19/07/23
	19/07/23	Police Connect: cannabis haul	19/07/23
	25/07/23	Police Connect: theft in Southwold	25/07/23
Other organisations:			
Suffolk Accident Rescue Service	04/07/23	Annual Report	05/07/23
Rural Services Network	05/07/23	Monthly bulletin	05/07/23
PJA	12/07/23	Enquiry re. transport management	14/07/23
AEPA		Energy projects update	
Local resident	09/07	Enquiry re Garden Antiques	19/07/23

PC Financial Position – August 2023

Income Unity Trust Current Account – July 2023

Cemetery: placement of memorial **£75.00**

Payments – July 2023

Disability Advice Service – Donation	£100.00
SALC – Councillors' Training	£144.00
RSC Landscapes – Invoices May 6736 & June 6765	£1,747.20
Trudy Charles - Clerk's Salary July	£866.13
Trudy Charles – Clerk's Expenses June	£43.28
Russell Pearce – Expenses June	£40.34
Sheena Tower – MUT grant payment	£100.00
Hazel Wheeler – MUTs Lunch charge	£112.00
	£3,152.95

Bank Balances June 2023

Unity Trust Current Account as of 26 th July 2023	£4,013.22
Unity Trust Savings Account as of 26 th July 2023	£43,579.46
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
	£60,523.16

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	£725.05
Teenagers' Shelter Grant	£603.54
	£37,165.69

General Reserves (=Total Funds – Earmarked Reserves) £23,357.47