

MINUTES OF THE MEETING OF YOXFORD PARISH COUNCIL

held on

September 7th 2023

at 7pm

at Yoxford Village Hall

1. Attendance and apologies

Attendees:

Cllr. David Childs
Cllr. Janet Gardner
Cllr. Laura Greenberg
Cllr. Nicol McCallum
Cllr. Anna Noakes
Cllr. Ian Patterson
Cllr. Deborah Thompson
Cllr. Jason Vincent
Cllr. Hazel Wheeler

Apologies accepted for absence:

Cllr. Russell Pearce
Cllr. David Tower

District Cllr. Julia Ewart
County Cllr. Richard Smith

In attendance:

Two members of Sizewell Community
Relations Team
Trudy Charles - Clerk/RFO
10 members of the public

Selection of a Chairperson for the meeting: With the absence of the Chair and Vice Chair, Cllr Patterson proposed and Cllr. Childs seconded Cllr. Greenberg to chair this meeting. All were in favour and Cllr. Greenberg accepted.

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

3. Public Forum

a) The following matters were raised by a member of the public:

- On the edge of the village boundary on the A1120 by the cemetery, one of the two 30mph signs has been knocked down. Cllr Greenberg assured the member that this would be passed onto Highways at SCC and that speed and traffic management were key matters for the Council and would be discussed later on the evening's Agenda.
- That the Cemetery's maintenance was poor and would this be addressed. The Clerk shared that, at the end of the current contract, Council would be putting the contract out to tender for maintenance of the village's grassed areas.
- That a second Yoxford map had been discussed and agreed to, but that this had not been actioned. Asked where it could be best placed, the member suggested that the outskirts of the village on the A12/King's Head may be a useful location. The Clerk offered to look into this and report back at the next meeting.

b) To receive an update from Sizewell C's Community Relations Team: a presentation was delivered by the visiting Sizewell representatives. This gave an update on the project. A number of questions were asked by attending members of the public. The time allotted for the presentation and subsequent questions overran and did not allow for a full discussion. Proposed by Cllr. Greenberg, seconded by Cllr. Patterson, the visiting Team accepted the Council's invitation to return for a second meeting to enable members of the community to seek fuller information about the project. It was agreed that the presentation would be sent to the Clerk for uploading on the village website. At the end of this item, the two Sizewell team members and nine members of the public left the meeting.

ACTION: Clerk to liaise with the Sizewell Community Relations Team to organise a second meeting.

c) To receive a report from County Cllr. Richard Smith: no report

d) To receive a report from District Cllr. Julia Ewart: DCllr.'s report was forwarded before the meeting.

4. Minutes

- a) Cllr. Thompson proposed and Cllr. Wheeler seconded the motion to approve as accurate the minutes of the Annual meeting held on 3rd August 2023. All voted in favour.
- b) **Matters arising from these meetings:** With regard to matters arising not covered by the meeting's agenda, the Clerk reported the following:
- Clerk has yet to write to Greater Anglia and ESTA regarding the decrease in off peak service. Cllr. Noakes affirmed that this was no longer necessary as the service had increased.
 - The Clerk contacted the family regarding their application for a memorial bench and shared the Council's approval and guidance.
 - The Clerk contacted the Yoxwood Team to share the Council's agreement to purchase a bench. Purchase not yet made.
 - The Clerk has contacted the Yoxwood Team regarding the invoice for mowers' service.
 - The Clerk has produced and displayed around the village, a 'menu' poster of ways to stay informed about the Council's work.
 - The Clerk has contacted SCC Community Self-Help Scheme regarding the mending of a brown sign and is also liaising with the RSPB.

5. **Councillors' and Clerk's Reports:** given the over running of time of the presentation by the team from Sizewell C, it was proposed by Cllr. Greenberg and seconded by Cllr. Childs that the remaining agenda was items be filtered by priority and that less pressing items be postponed until next month's meeting. All voted in favour.

- a) Yoxwood: no update
- b) Church: postponed
- c) Police: no updates.
- d) ESC Community Partnership: postponed.
- e) Cemetery: including a review and subsequent approval of cemetery fees. Cllr. Nicol proposed and Cllr. Child seconded that the schedule of fees be continued without any increase. This motion was approved by all.

ACTION: Clerk to update the schedule with the outcome of this review.

- f) Work Party: no update.

6. Strategic Objectives 2023-2024

- a) To receive an update on the legal transfer of Yoxwood View play area (Priority 1.2): postponed.
- b) To receive an update on the 20 mph speed limit proposal (Priority 3.1) and update Council on the meeting with Wayne Saunders, SCC Highways Engineer of 16th August 2023: The Clerk shared that she had spoken with DCllr. Ashton (previously a Cllr. on Yoxford Parish Council) who had provided an update on the 20mph campaign. He has liaised with a County Cllr. who is supportive of the measure and further collaboration with the '20s Plenty' campaign. A motion for Parish Councils to consider will be forthcoming.

Cllrs. Patterson, Thompson and Vincent shared the following update on their meeting with Wayne Saunders from Highways at SCC and the measures he outlined:

- Speed survey £420 approx. (+ VAT) per week with a follow up week at £195 + VAT. First dates available for this in November/December
- Village Volunteers deliver a speed monitoring day with speed gun
- Extract traffic data from the two speed monitors
- Signs to inform drivers of speed limits with posts and signs on SCC land £1600
- Apply to the SCC Community Self-Help Scheme for support to complete basic road maintenance

It was agreed that Council should give full consideration to these options once the second meeting (a village walk round to look at key hotspots) with Wayne Saunders had been completed. Cllr.

Thompson will be liaising to arrange this meeting.

ACTION: Cllr. Thompson to keep Council informed of second date to meet Wayne Saunders.

- c) To receive an update on the proposal to regenerate Mulberry Park (Priority 1.2): postponed
- d) To consider any information for communicating (Priority 2.1): the Clerk requested that this month's Newsletter include a focus on the Volunteers who work hard for the village. This was approved by all.
- e) To receive an update on the second phase of the thermal imaging camera project (Priority 6.3): Zoom meeting on 12th September 2pm to be attended by Cllrs. Thompson and Wheeler who will then feed back at the next meeting.

7 Parish Matters

- a) To consider ESC Communities Officer's offer to support Council's links with children and young people: postponed
- b) To consider attendance at Community Networking Events: 4th November 2023 10am-2pm Environmental Change and 16th September 2023 1-3pm Yoxford & Kelsale: no one available to attend either of these events.

ACTION: Clerk to inform organisers.

- c) To consider the Allotment Association's proposal regarding the insuring of its shed and tools: the matter was discussed at length from a variety of angles. In light of these discussions, it was proposed by Cllr. Greenberg and seconded by Cllr. Wheeler that, in its current format, the Parish Council could not accept the proposal but would consider any applications for funding that the YAA submitted.

ACTION: Cllrs. Greenberg and Thompson to update the YAA.

- d) To consider Council's priorities for submission by Cllr. Noakes at East Suffolk Lines Community Meet & Greet 11th September 2023 10.30-11am: Proposed by Cllr. Patterson, seconded by Cllr. Childs, it was approved that Cllr. Noakes lead on the drawing up of Council's priorities for the meeting.
- e) To receive an update on the proposal to site an additional dog waste bin on the lane just past Yoxford Antiques at the footpath on the left just beyond the bridge crossing the River Yox: postponed

8. Administration

- a) To approve the revised Standing Orders: Cllr. suggested an administrative correction after which Cllr. McCallum proposed and Cllr. Childs seconded a motion that the revisions be accepted. All voted in favour.

ACTION: Clerk to finalise the document, circulate to Council, publish on the website and inform the wider community via the Council's newsletter.

9. Finance

- a) To note and discuss the latest financial position of the Parish Council. This includes Bank Reconciliation for Q1: The financial position was noted. Updates were given on mandate changes for United Trust Bank. Current signatories are not certain and so the Clerk will contact UTB for further guidance. The Clerk requested that Council consider electing one or two members of the Council to meet with her regularly to scrutinise the Council's accounts. This will be discussed further at next month's meeting.
- b) To authorise the payments listed below: Cllr. Greenberg proposed and Cllr Patterson seconded a motion that the payments and the Clerk's request to make an internal transfer of £5000 be approved. All voted in favour.

Details	Payee	Amount	Power
PC Quarterly contribution to the Village Hall (For Q1 & Q2)	Yoxford Village Hall	£481	LGA (Misc Prov) 1976 s.19
Inv. 27584 Clerk's Training (Module 3)	SALC	£36	LGA 1972 s.112
Salary September 30th	Clerk	£866.13	LGA 1972 s.112
Clerk's Expenses: Monthly Sim package (Discounted month 2/6)	Clerk	£1.99	LGA 1972 s.111
Inv. 6816 Grass cutting August 2023	RSC Landscapes	£931.20	OSA 1906 s.10

11. Correspondence

To review correspondence received from 29th July to 31st August 2023 and to take action as appropriate:

- An invitation to attend a NHS workshop on 6th November 2023 in Leiston: Falls, Frailty, Dementia or Cognitive Decline Development Day has been received. Cllr. Greenberg offered to attend on behalf of the Council. All were in favour of this.
- The Insurance Renewal Notice has been received from CAS and is due October 1st 2023. The provisional premium (at £2,090.03, presuming no changes are made to the policy) and the policy were discussed. Cllr. Greenberg proposed and Cllr. McCallum seconded, that this premium be renewed. All were in favour.

ACTION: Clerk to contact CAS and complete the necessary process to renew the policy.

12. Questions to the Chair: none

13. Items for the next Agenda: none were offered.

14. Next Meeting

- a) The date and time of the next meeting of the Parish Council was confirmed as Thursday 5th October 2023 at 7:00 pm.

Meeting closed at 8.20pm

Trudy Charles
Parish Clerk
12th September 2023

Correspondence – July 29th to August 31st 2023

Sending Organisation	Date(s) received	Details	Date forwarded to PC
Suffolk Association of Local Councils	07,10, 22	News & Vacancy Bulletins	various
Suffolk County Council	09/08/23	Householder Energy Advice	11/08/23
	08/08/23	Filling of grit bins	11/08/23
	25/08/23	Suffolk Climate Change Partnership's Community Networking Event 04/11/23 10am-4pm	27/08/23
East Suffolk Council:	17/08	Invitation to meet with Kelsale PC 16/09/23	17/08/23
	16/08	Town Plan information	17/08/23
	23/08/23	CP: task & finish groups/CYDS underspend	23/08/23
Other organisations:			
Sizewell C	17/08/23	Community Newsletter	17/08/23
Rural Services Network	08/08/23	Monthly bulletin	11/08/23
Local resident	28/08/23	Email re boundary fencing	01/09/23
Newsquest/EADT	21/08/23	Request for comment on BBC Radio 1 comment re. Yoxman	22/08/23

YPC Financial Position – September 2023

Income Unity Trust Current Account - August 2023

Refund of Sports Grp electricity charge	£	168.17
	£	168.17

Payments - August 2023

Clerk's Expenses: iPhone, case, Sim & printer ink	Clerk	£	240.43
Clerk's Salary: August	Clerk	£	866.32
Inv. 777028976 Uncontested Election charge	ESC	£	123.42
Inv. 6790 Grass cutting July	RSC	£	531.60
Play Area Annual Inspection	Landscapes Ltd D M Bracey	£	108.00
Inv. 27173 Annual Subscription	SALC	£	341.43
		£	2,211.20

Bank Balances - August 2023

Unity Trust Current Account as of 31 August 2023	£	1,103.87
Unity Trust Savings Account as of 31 August 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
	£	57,613.81

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)

£ 20,448.12