

MINUTES OF THE MEETING OF
YOXFORD PARISH COUNCIL

held on

December 7th 2023

at 7pm

Yoxford Village Hall

1. Attendance and apologies

Attendees:

Cllr. Janet Gardner
Cllr. Nicol McCallum
Cllr. Anna Noakes
Cllr. Ian Patterson
Cllr. Russell Pearce
Cllr. Deborah Thompson
Cllr. David Tower

Apologies accepted for absence:

Cllr. David Childs
Cllr. Laura Greenberg
Cllr. Jason Vincent
Cllr. Hazel Wheeler

District Cllr. Julia Ewart

In attendance:

County Cllr. Richard Smith

2 members of the public
Trudy Charles - Clerk/RFO

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

3. Public Forum

a) No members of the public wished to address the Council on any agenda item.

b) To receive a report from County Cllr. Richard Smith:

- Cllr. Smith summarised his attendance at SCC's budget meeting which faces a 20million pound overspend. This is, he stated, as a result of "spiralling" costs of school transport of children and young people with SEND and social care for adult and children.
- By April 2024, a balanced budget must be set by SCC with papers released into the public domain early January 2024.
- Suffolk County Council is not optimistic regarding any additional funding from central government.
- Cllr. Smith submitted his reply to the Parish Council's letter of October regarding its request for his support to review SCC's speed limit policy. Council informed him that this will be published and that Council will consider its response.
- Cllr. Smith was asked about the additional income generation of £10million from the incineration plant which he explained had reduced the Council's overspend.
- There was a lengthy discussion about the overspend and its causes and Cllr. Smith was pressed for further detail about social care spending. He proffered the figure of £23000 per week to support a child with SEND.
- Cllr. Smith left the meeting at 7.20pm

c) To receive a report from District Cllr. Julia Ewart: in her absence, Cllr.'s report will be added as an Appendix to these minutes

4. Minutes

a) Cllr. Dave Tower proposed and Cllr. Janet Gardner seconded the proposal to approve as accurate, the minutes of the meeting held on November 2nd 2023.

b) Matters arising from these meetings will be covered within the meeting's agenda.

5. Councillors' and Clerk's Reports

a) Yoxwood: The Clerk will be meeting the Voluntary Team at Yoxwood to discuss current needs of the area.

b) Church: no report.

c) Police: no report.

d) ESC Community Partnership: The Clerk circulated meeting dates in order for Councillors to check their availability. Next two meetings are: January 25th 2024 - 18:00 – the venue is to be confirmed but likely to be Castle Community Rooms, Framlingham. March 2nd 2024 - 18:00 – the venue is to be confirmed but likely to be Huntingfield Hub.

ACTION: Councillors to check availability for these meetings and feedback to next Parish Council meeting.

e) Cemetery: The proposed revisions to Cemetery Fees were discussed. Cllr. Nicol McCallum proposed and Cllr. Patterson seconded that these revisions be approved. All were in favour.

ACTION: Clerk to update fees with these revisions, finalise and publish.

f) Work Party: Cllr. Russell Pearce reported that the bench at the bottom of Old High Road/A12 had been moved as per decision during April's meeting.

g) Children and Young People: The Clerk reported that she had met with the new Head Teacher of Yoxford Primary School who was keen to develop tighter links between the school and the local community. The Clerk will contact the school in the new year. The Clerk has emailed the CYDS lead regarding ways of engaging young people who attend the youth club and awaits a reply. The Clerk had received an enquiry from two children in the village regarding new play equipment for the area on the High St. This triggered a discussion about ownership of the land on which the play area is sited. Now owned by the Hunt Estate, there was a general discussion about re-locating the play area to the village hall, which was favoured by all present. Further discussion to be had at a later date.

ACTION: Clerk to update Strategic Objectives for 2023-4, contact residents and share Council's initial plans and complete some research on compliance matters relating to play equipment.

h) Future Projects – including an end of calendar year discussion on the strategic aims: Council discussed the progress of projects this year. Cllr. Nicol McCallum offered and Cllr. Patterson seconded his proposal that, given the sizeable projects, no new ones be added except the development of the village's play areas.

ACTION: Clerk to update Strategic Objectives.

6. Strategic Objectives 2023-2024

a) To receive an update on the legal transfer of Yoxwood View play area (Priority 1.2): former councillor, Stephen Siddall will be contacting Flagship contact, Carla Ridgeway in anticipation that the matter can be concluded.

ACTION: Clerk to continue to liaise with Stephen Siddall and feedback to Council.

b) To receive an update on the 20 mph speed limit proposal (Priority 3.1) and discuss other traffic related matters in the village. Council discussed the costings that SCC Engineer had provided but was unable to reach firm decisions without further information. In light of the reply from Cllr. Smith regarding Council's request for his support in calling for a review of county speed limit policy, Council will consider its position before instructing a reply. In addition, the speed monitors and fixing post locations were reviewed. Impact and data collection was also discussed. Currently, the locations are:

- Middleton Rd exiting Yoxford
- Middleton Rd entering Yoxford
- A12 entering Yoxford from the South
- A1120 exiting Yoxford towards Sibton

ACTION: Clerk to distribute Cllr. Smith's reply to Council to facilitate discussion/decisions about its response. Clerk to contact SCC Highways Engineer to request further information. Cllr. Dave Tower to explore further any possibility of extracting data from both speed monitors.

c) To receive an update on the proposal to regenerate Mulberry Park (Priority 1.2) The Trustees have offered to attend a future meeting to update Council on plans for Mulberry Park. Cllr. Russell Pearce proposed that the Trustees be invited to attend. Cllr. Dave Tower seconded this proposal and all members approved.

ACTION: Clerk to contact the Townland Trust and invite Trustees to attend a meeting in early 2024.

d) To consider any information for communicating (Priority 2.1): Cllr. Smith's letter to be published on the village website and quoted within the Parish Council's December Newsletter. Cllr. Anna Noakes proposed that Horners be approached to request long-term sole access/use of one of its window advertising panels to better share news/information from Parish Council. Cllr. Janet Gardner seconded this proposal and all were in favour.

ACTION: Clerk to write the newsletter. Cllr. Anna Noakes to contact Horners and feed back.

e) To receive an update on the second phase of the thermal imaging camera project (Priority 6.3): The Clerk shared that the booking is confirmed for February 2nd to March 4th 2024. The project requires publicising so that residents can sign up. Cllrs. Thompson, Vincent and the Clerk will attend user training for the equipment and then organise a schedule.

ACTION: Cllrs. Thompson and Vincent to meet with the clerk to plan the project's delivery.

7 Parish Matters

a) 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: no update as no reply or contact received from the Hunt Estate.

ACTION: Cllr. Gardner and the clerk to contact Hunt Estate.

b) To share any updates on the impact on residents of the recent flooding and the review of the Emergency Plan: a lengthy discussion was had regarding the October flood and actions agreed:

ACTION: Clerk to contact landowners (John Hunt and The Hickland Trust) to request that ditches on their land are cleared and maintained. Clerk to contact Cllrs. Julia Ewart and Richard Smith for an update on support and remedial action by East Suffolk and the County Council.

c) To discuss further Council's response to the notification from National Grid Electricity Transmission plc (NGET) of the launch of a statutory consultation on the proposed Sea Link project ('the Project'), starting on 24 October 2023 until 23:59 on 18 December 2023: the clerk shared a summary of her the information provided during her contact with a volunteer at S.E.A.S (Suffolk Energy Action Solutions) regarding the group's knowledge and opinions about the Sea Link project. The clerk also shared that the webinar scheduled by National Grid for October had been re-scheduled for December 8th and that Cllr. Ian Patterson would be attending. Cllr. Patterson volunteered to oversee Council's response to the consultation.

ACTION: Cllr. Patterson and the Clerk to liaise regarding the submission of Council's comments to the consultation.

d) To discuss and agree the maintenance needs of green areas in the village in readiness for tendering a new contract: a detailed discussion was had about the number of grass cuts required by each area of the village (Cemetery, Little Street Play Area, Mulberry Park, Village Hall) as well as additional maintenance of hedges, shrubbery etc. Cllr. Russell Pearce shared additional information about the bi-annual contract to trim the hedges at the cemetery and suggested that the volunteer group could take on the other maintenance work. Cllr. Russell Pearce proposed that new contractors be invited to tender for the work via a notice in The Fisherman, Horners' window/Council Noticeboards and The Yapper. This proposal was seconded by Cllr. Deborah Thompson. All were in favour. In addition, Cllrs. Patterson and Thompson volunteered to liaise with the clerk and oversee this area of work.

ACTION: Clerk to draft notice of contract tendering.

e) To share updates on recent reports of damage/graffiti to SCC and agree next steps: the damage had been reported to Suffolk County Council who had inspected and advised that the damage did not reach its threshold for repair/attention. This triggered a general discussion about the decrease in County Council's service delivery and subsequent increase in what the village would need to do for itself.

f) To consider scheduling events for Volunteers: discussion was had and the following areas/projects were identified:

- Bulb planting
- Maintenance of Village Hall Memorial Garden
- Cleaning of road signage (and graffitied waste bin)
- Clearing debris in/maintenance of Mulberry Park
- Litter pick
- Bench cleaning

After lengthy discussion, Cllr. McCallum proposed that the village volunteer group be contacted to arrange bulb planting. Cllr. Patterson seconded this proposal and all were in favour.

ACTION: Clerk to contact volunteers and organise their collection of bulbs.

- g) To consider Council's response to Sizewell C's invitation to the Northern Transport Forum on February 6th 2024 7-8.30pm: Cllr. Russell Pearce proposed and Cllr. Dave Tower seconded this proposal that the item be postponed until January's meeting when all members are present. All were in favour.

8. Administration and Finance

- a) Cllr. Russell Pearce proposed that the meeting dates for 2024 be approved. Cllr. Deborah Thompson seconded this proposal and all were in favour.
- b) The Financial Risk Assessment was reviewed. Cllr. Ian Patterson proposed and Cllr. Dave Tower seconded the proposal that the assessment be approved. All were in favour.
- c) Cllr. Russell Pearce proposed and Cllr. Deborah Thompson seconded that Suffolk Association of Local Councils (SALC) be appointed as internal auditor of its 2023/4 accounts. All were in favour.
- d) The latest financial position of the Parish Council was noted.
- e) The CIL 2023 report was noted and Cllr Russell Pearce proposed that this be approved. Cllr. McCallum seconded the proposal and all were in favour.
- f) Cllr. Dave Tower proposed and Cllr. Russell Pearce seconded that the payments listed below be authorised. All were in favour:

| Details | Payee | Net | VAT | Total | Power |
|---|-------|---------|-----|----------------|----------------|
| Expense claim: stamps x 8 1 st class | Clerk | £10.00 | - | £10.00 | LGA 1972 s.111 |
| Salary December 31st | Clerk | £866.13 | - | £866.13 | LGA 1972 s.112 |

11. Correspondence

To review correspondence received from 26th October 2023 to 30th November and to take action as appropriate: no additional action required.

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 agreed for Thursday 11th January 2024 at 7:00 pm.

Meeting closed at 8.50pm

Trudy Charles
Parish Clerk
December 12th 2023

Appendix A
Correspondence – October 26th to December 5th 2023

| Sending Organisation | Date(s) received | Details | Date forwarded |
|--|-------------------------|--|-----------------------|
| Suffolk Association of Local Councils | 06/15 | News & Vacancy Bulletins | various |
| | 06/10/23 | Notification of the Local Council Conference 29/11/23 | 11/10/23 |
| | | | |
| | | | |
| East Suffolk Council: | 09/11/23 | “Bringing Ideas to Life” the East Suffolk Community Partnership Annual Forum | 09/11/23 |
| | 07/11/23 | Leader’s monthly report: November | 09/11/23 |
| Suffolk County Council | 28/11/23 | EP Passenger Interest Group meeting 14/11/23 | 28/11/23 |
| Police: | 13/11/23 | Police Connect: Attempted theft from a van in Peasenhall. | 13/11/23 |
| | 02/11/23 | Suffolk Constabulary new operating model | 15/11/23 |
| | 15/11/23 | Police Connect: Kettleburgh - theft from a car | 15/11/23 |
| | 20/11/23 | Police Connect: Wanted man - Shane Phillips | 22/11/23 |
| | 23/11/23 | Police Connect: 13 arrested and retail visits carried out as part of Op Sceptre week | 23/11/23 |
| | 23/11/23 | Police Connect: Bury St Edmunds/East Suffolk – Wanted man | 24/11/23 |
| | 29/11/23 | Police Connect: Car stolen in Wrentham | 29/11/23 |
| | 05/12/23 | Police Connect: Theft from a van in Aldeburgh | 05/12/23 |
| Other Organisations: | 08/11/23 | Rural Services Network: bulletin | 09/11/23 |
| | 16/11/23 | Sizewell Monthly Newsletter | 16/11/23 |

Appendix B
Yoxford Parish Council Financial Position

YPC Financial Position – December 2023

Income UT Current Account - November 2023

| | | |
|-----------------------------------|----------|-----------------|
| Internal Transfer from IA account | £ | 2,000.00 |
| | £ | 2,000.00 |

Payments UT Current Account - November 2023

| | | | |
|---|------------------------|----------|-----------------|
| Expense claim: Sim package & cem. Flags | Clerk | £ | 10.30 |
| Expense claim: Grit bin | Clerk | £ | 171.00 |
| Inv.: 11312 Yoxwood Servicing | Sibton Country Supplie | £ | 560.96 |
| Insurance Premium (additional) | CAS Ltd | £ | 4.44 |
| Payment: MUTs Lunch | Caterer | £ | 104.00 |
| Village Wreath | RBL Poppy Appeal | £ | 30.00 |
| | | £ | 880.70 |
| | | £ | 1,761.40 |

Bank/Cashbook Balances - November 28th 2023

| | | |
|--|----------|------------------|
| Unity Trust Current Account | £ | 20,841.54 |
| Unity Trust Savings Account | £ | 47,838.23 |
| 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 |
| | £ | 81,610.25 |

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 |
| CIL 2023-2024 | £ | 3,619.51 |
| Meet Up Tuesday Grant | £ | 725.05 |
| Teenagers' Shelter Grant | £ | 603.54 |
| | £ | 40,785.20 |

General Reserves (=Total Funds – Earmarked Reserves)

| | |
|----------|------------------|
| £ | 40,825.05 |
|----------|------------------|



Appendix C

Yoxford Parish Council - Meeting Dates 2024

Thursday 11th January 2024

Thursday 1st February 2024

Thursday 7th March 2024

Thursday 4th April 2024

Thursday 9th May 2024 – Annual Meeting

Thursday 6th June 2024 – Annual Parish Meeting

Thursday 4th July 2024

Thursday 1st August 2024

Thursday 5th September 2024

Thursday 3rd October 2024

Thursday 7th November 2024

Thursday 5th December 2024

DRAFT

Appendix D

Report from District Councillor Julia Ewart

November/December 2023 Parish Report
East Suffolk Council GLI Group – Julia Ewart

Christmas Leave – Julia Ewart will be away 26/12-5/24 – available by phone
There's a new office for my case work at 4 High Street, Saxmundham, IP17 4DD
The next report will be mid January 2024.

Flood Info

Whilst not all resolved residents are in a better position. To the best of my knowledge all residents are attended to and have works underway.

The Environment Agency are to be found coming out to sites and the Highways agency are visiting pinch points. I have asked for County Councillor support to see that this takes place as it is not a District Council task.

Residents who remain with flood challenges or have not received the small grant available, if applied for should call 0345 606 6171. Flood payments will come from the District grant officer who I am liaising with regularly.

Having recently experience some flood defence schemes I am looking to introduce these to residents, as residential flood barriers will hopefully be incredibly valuable when the next flash flood occurs.

Support

Support for Councillors to gain swift support for residents requiring Financial Inclusion is 01394 444760. It is not an emergency line, but is for swift financial support only.

Planning Issues & Housing

Please keep up to date with all planning applications. I have spoken with the department about the concerns re timings and notices and I look forwards to seeing more support in the New Year. Please do speak to me if you have concerns about outstanding cases so that I might bring them to the department's attention.

Please also mention ANY houses that you feel to be empty. It is important to use all housing stock and the housing department is keen to help at this time.

Twenty is Plenty

This traffic slowing scheme for villages that operate as a shared space is gaining momentum in its notoriety. The lead for this programme in Suffolk is Janet Davies -

20splenty.suffolk@gmail.com. It has been noted that the fact that the A1120 is an A road only came about from the Stowmarket end and maybe this needs re looking at too!

Peasenhall, Yoxford, Sibton, Heveningham and Ubbeston are looking to have their traffic speed scheduled at the same time so that a pattern can be seen and any peaks in speed can be considered as to how to make changes to bring them back in line.

Attentive parish advocates are asked to work together to deliver a positive outcome, especially with the likely increase of traffic due to Sizewell C. I have the contact details.

Festive Free Parking

Christmas shoppers and visitors to festive events across East Suffolk can enjoy free parking in council-owned car parks on selected dates.

To coincide with Christmas lights 'switch ons' and other festive events across the district over the coming weeks, East Suffolk Council is offering free parking in council-owned car parks from 3pm on the following dates:

- 📅 Woodbridge – Thursday 30 November
- 📅 Saxmundham – Friday 1 December
- 📅 Wickham Market – Saturday 2 December
- 📅 Lowestoft – Saturday 2 December
- 📅 Felixstowe – Saturday 2 December
- 📅 Framlingham – Friday 8 December
- 📅 Leiston – Saturday 9 December
- 📅 Oulton Broad – Sunday 10 December

Free parking will also be available from noon to 6pm on Saturday 16 December across the district.

Have Your Say on Polling Stations

To ensure they remain suitable for voters, polling stations and polling districts in East Suffolk are currently being reviewed and residents are invited to comment.

The 'Polling Districts and Polling Places' review aims to ensure that the current polling districts, polling places and polling stations in East Suffolk are suitable and convenient for electors, and to assess feedback from voters or other interested parties.

Comments can be submitted by email to elections@eastsuffolk.gov.uk or by post to Electoral Services, East Suffolk Council, Riverside, 4 Canning Road, Lowestoft NR33 0EQ. The deadline for making representations in response to the review is Thursday 30 November.

www.eastsuffolk.gov.uk/features/polling-stations-review-consultation/

East Suffolk Council says 'no' to oil and gas

East Suffolk Council has responded to the Government's decision to create more oil and gas licences by confirming that it will no longer accept new tenancies from companies committed to its production.

As part of the King's Speech on Tuesday 7 November, it was confirmed that hundreds of new oil and gas licences will be granted in the UK by the Government.

However, the Council, which owns considerable commercial land in the North Sea port town of Lowestoft as well as business parks in Beccles and Leiston, has stated that green companies will now be "at the front of the queue" for tenancies.

East Suffolk Council has today welcomed leading renewable energy service company RMI Renewables to their flagship PowerPark development in the port of Lowestoft, and GLI Cllr Toby Hammond, who is Cabinet Member for Economic Development and Transport as part of the Green, Liberal Democrat and Independent (GLI) administration, hopes there will be many more.

He said: “This is a hugely retrograde step from the Prime Minister and a Government which is clearly only paying lip service to environmental concerns. We are in the midst of a climate emergency and things must change. We already have a thriving renewable energy sector in East Suffolk, and we are simply not going to allow the Government to take us backwards. “We see huge potential for more high-quality jobs and prosperity especially servicing offshore wind. We are totally focused on clean, green industry to drive the winds of change in East Suffolk and companies which reflect our own priorities and ambitions will be at the front of the queue for future tenancies.”

RMi Renewables, whose parent company started out in 2005 servicing oil and gas industry within the North Sea, have now almost fully transitioned to working with offshore wind, rail infrastructure and other clean energy businesses.

Scott McMillan, RMi Renewables Director, said:

“Being part of the PowerPark allows RMi Renewables to work collaboratively with our clients, supply chain, colleges as well as the Council to develop infrastructure, which will create new job opportunities in the area. This is a great opportunity to attract the best companies and skilled resources, which in turn will provide greater opportunities to the younger generation who are looking for a long-term career and cleaner future.”

This decisive move by East Suffolk Council also follows recent decisions by Prime Minister Rishi Sunak to delay targets on decarbonisation.

Councillors at East Suffolk have written to Secretary of State for Energy Security and Net Zero, Rt Hon Claire Coutinho MP stating their opposition to any new oil and gas licenses. Cllr Rachel Smith-Lyte, Cabinet Member for the Environment said:

“Opening up new oil and gas is an entirely reckless thing to do in the face of the climate emergency and our net zero commitments. The people of this country deserve so much better.”

Grants for Winter Support - Now Live

Voluntary organisations, community groups and faith networks can now access grant funding for projects that help ease cost of living pressures around food and heating this winter – but applications need to be in soon.

The East Suffolk Cost of Living Winter Grant Fund, made possible with funding from the Suffolk Collaborative Communities Board, is offering grants for projects that help East Suffolk residents to stay warm and fed during the colder months.

Organisations can apply for up to £2,500 for a wide range of projects – as long as they support individuals and families to stay warm and/or to access healthy nutritious food, particularly between the end of December and end of March. The closing date for applications is 9am on Wednesday 6 December.

GLI Councillor Sarah Whitelock, East Suffolk Council cabinet member for Communities, Leisure and Tourism, said: “We know that lots of our residents are struggling with the ever-increasing cost of living, so I am really pleased to be able to launch the winter 2023/24 cost of living grants, thanks to funding from the Suffolk Collaborative Communities Board.

“We are particularly looking for applications from small community groups and voluntary organisations who want to support residents this winter, for example by offering hot breakfasts, lunches and/or dinners, somewhere warm to catch up with friends, cooking classes, energy advice and much more.

“We want to hear from you if you have a great idea – big or small – to help your community this winter.”

The Grant Panel will meet on December 13, so projects will find out whether they have been successful just before Christmas.

Apply now at: www.eastsuffolk.gov.uk/news/east-suffolk-cost-of-living-winter-grant-launch/

For the most up to date information regarding East Suffolk Council, please visit: www.eastsuffolk.gov.uk

Draft