

# YOXFORD PARISH COUNCIL

Councillors are summoned to attend the Annual Meeting of Yoxford Parish Council on

Thursday May 15<sup>th</sup> 2025 at 8:00 pm at Yoxford Village Hall.

Public and press are welcome to attend.

## AGENDA

1. **Election of Chair**
2. **Election of Vice-Chair**
3. **Attendance and apologies**
4. **To receive declarations of interest and to consider requests for dispensations**
5. **Public Forum**
  - a) Members of the public may address the Council on any agenda item.
  - b) To receive a report from County Cllr. Richard Smith.
  - c) To receive a report from the District Cllr. Julia Ewart.
6. **Minutes**
  - a) To approve as accurate the minutes of the meeting held on 3<sup>rd</sup> April 2025 and the Extraordinary meetings of 15<sup>th</sup> April and 8<sup>th</sup> May 2025.
  - b) Matters arising.
7. **Councillors**
  - a) Councillors' Training: to approve basic training for new councillor.
  - b) Register of Interests.
  - c) To review Councillors' responsibilities to liaise with outside organisations and to lead on projects.
8. **Councillors' and Clerk's Reports**
  - a) Yoxwood (Cllr. Childs)
  - b) Police
  - d) ESC Community Partnership (Cllrs. Roper & Thompson) including update from meeting of 1<sup>st</sup> May 2025.
  - e) Cemetery
  - f) Work Party including to approve a proposal to purchase tools to the sum of £50.
9. **Strategic Objectives 2025-2026**
  - a) To receive an update on the legal transfer of Yoxwood View play area (Priority 1.2).
  - b) To consider any information for communicating (Priority 2.1).
10. **Parish Matters**
  - a) To review the funding arrangements with the Cyds Project to run Yoxford Youth Club including a proposal to approve its funding until the end of 2025.

- b) To receive and discuss relevant updates regarding the Sizewell C project, including:
  - i. Feedback from the Northern Transport Forum of 7<sup>th</sup> May 2025.
- c) To receive and discuss relevant updates regarding other Nationally Significant Infrastructure Projects (NSIPs) including:
  - i. Cllrs. Roper and Thompson's attendance at AEPA East Suffolk Town & Parish meeting on 10<sup>th</sup> April 2025.
  - ii. Feedback from Cllrs. Allenby-Pratt, Patterson and Walford's attendance at the Sizewell/Environment Agency's 'Meet the Regulator' meeting of 13<sup>th</sup> May 2025.
- e) To consider the application for funding from the organising Co-Chairs of the Yoxfayre 2025.
- f) To consider a resident's concerns regarding the condition of the footpath along Satis House.

## 11. Planning Matters

- a) To consider the following planning application:  
**Planning reference:** DC/25/1769/TCA  
**Proposal:** 1no. Beech (T1 on plan) - Crown reduce to 3 metres  
**Site address:** 4 Park Place , Old High Road, Yoxford, Saxmundham, Suffolk IP17 3HN  
**Consultation letter expiry date:** 22<sup>nd</sup> May 2025
- b) To consider the following planning application:  
**Planning reference:** DC/25/1770/TCA  
**Proposal:** 2no. Beech (T1 on plan) - Crown reduce to 3 metres  
**Site address:** 5 Park Place , Old High Road, Yoxford, Saxmundham, Suffolk IP17 3HN  
**Consultation letter expiry date:** 22<sup>nd</sup> May 2025
- c) To consider the following planning application:  
**Planning reference:** DC/25/1809/FUL  
**Proposal:** Sizewell traffic noise mitigation; replacement of doors  
**Site address:** 1 Woodland Cottage, Main Road, Yoxford, Saxmundham, Suffolk IP17 3EX  
**Consultation letter expiry date:** 30<sup>th</sup> May 2025

## 12. Administration and Finance

- a) To re-adopt the LGA Model Councillor Code of Conduct 2020.
- b) To approve the Annual Accounts Summary for the financial year 2024/25.
- c) To approve the Bank Reconciliation for the financial year 2024/25.
- d) To note the budgeted versus actual income and expenditure for the financial year 2024/25.
- e) To note the monthly financial position.
- f) To note the Remittance Advice from ESC informing Council that the 1<sup>st</sup> Precept instalment of 2025/6 has been paid to the sum of £7897.50
- g) To note the Remittance Advice from ESC informing Council of Neighbourhood CIL payment April 2025 has been paid to the sum of £3900.77
- h) To note an invoice for Clerk's work on Sole Trustee business for April: 17 hours @ £16.60ph = £282.20
- i) To authorise the payments listed below and overleaf:

Details	Payee	Amount	VAT	Total	Power
Salary May 2025	Employee	£958.08	nil	£958.08	LGA 1972 s.112
Expense Claim: Mobile phone sim package 3 months @ £4.90 pcm	Employee	£14.70	nil	£14.70	LGA 1972 s. 112
Invoice 0756 for 10 month subscription for Cllr. mailbox	CAS Ltd	£20.00	nil	£20.00	LGA 1972 s.111
Village planting (Jubilee Seat)	Volunteer	£50.00	nil	£50.00	OSA 1906 ss.9-10
Transfer to MUTs Volunteer for float top up	Lead Volunteer	£150.00	nil	£150.00	LGA 1972 s.137
6 months Payroll service 01.10.24 to 31.03.25	SALC	£45.00	£9.00	£54.00	LGA 1972 s.112

Membership Subscription 2025/6	SALC	353.61	nil	£353.61	LGA 1972 s.111
Payment to Volunteer for Yoxwood children's Easter Egg Hunt	Volunteer	£158.20	nil	£158.20	LGA 1972 s.145
Cemetery Water Charges	Wave	£83.84	nil	£83.84	OSA 1906 s.10
Invoice 4113: grass cutting	SCL Landscape Management Ltd	£430.00	£86.00	£516.00	OSA 1906 s.9

### 13. Correspondence

To review correspondence received from 30<sup>th</sup> March to 8<sup>th</sup> May 2025 and to take action as appropriate.

### 14. Questions to the Chair/Items for the Next Agenda

### 15. Next Meeting

To confirm the date and time of the next meeting of the Council which is scheduled for 5<sup>th</sup> June 2025

Trudy Charles  
Parish Clerk  
8<sup>th</sup> May 2025