

# **Yoxford Parish Council**

**Minutes** of the meeting of

## **YOXFORD PARISH COUNCIL**

held on

**Thursday 3<sup>rd</sup> April 2025**

**at 7pm**

**Yoxford Village Hall**

### **1. Attendance and apologies**

#### **Attendees:**

Cllr. David Childs  
Cllr. Janet Gardner  
Cllr. Nicol McCallum  
Cllr. Angela Roper  
Cllr. Deborah Thompson  
Cllr. David Tower  
Cllr. John Walford  
Cllr. Hazel Wheeler

#### **Apologies accepted for absence:**

Cllr. Laura Greenberg  
Cllr. Ian Patterson

District Cllr. Julia Ewart

#### **In attendance:**

County Cllr. Richard Smith

4 members of the public

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

### **3. Public Forum**

- a. No member of the public addressed the Council.
- b. The following report was received from County Cllr. Richard Smith:
  - i. After clarifying its date, Cllr. Smith confirmed his attendance at the Annual Parish Meeting on 15<sup>th</sup> May 2025.
  - ii. Suffolk County Council's preliminary views and costings regarding devolution were circulated.
  - iii. Cllr. Smith outlined that a business case would then need to be submitted within six months by 26<sup>th</sup> September 2025.
  - iv. Suffolk County Council is in favour of a single unitary authority as the best way forward with a speculated saving of £110 million.
  - v. District Councils have different views and so discussion and debate are underway. Suffolk residents' views will also be gathered.
  - vi. One of the main criticisms of a single unitary authority is that on the ground contact would be lost. Cllr. Smith outlined that mechanisms will be implemented to ensure this does not happen.
  - vii. Mayoral election May 2026. Duties to be confirmed.
  - viii. Sizewell C: Cllr. Smith sees the impact on the local landscape and is liaising with the Police to minimise traffic measures and disruption.
- c. To receive a report from the District Cllr. Julia Ewart: no report.

### **4. Minutes**

- a. Cllr. Walford proposed and Cllr. Roper seconded that the minutes of the meeting held on 6<sup>th</sup> March 2025 be approved as accurate. All present voted in favour.

- b. Matters arising:
  - i. Cllr. Roper summarised key points from the Rural Cost of Living workshop she attended on 19<sup>th</sup> March 2025. She concluded that a key question for Council is “are we sure that we are reaching all members of the community?”
  - ii. Cllr. Roper summarised key points from the SALC Webinar on Devolution she had attended on 27<sup>th</sup> March 2025.

## 5. Councillors’ and Clerk’s Reports

- a. To application from Richard Allenby-Pratt was discussed and everyone felt that he would have a lot to offer the work of the Council. Cllr. Walford proposed and Cllr. McCallum seconded that Richard Allenby-Pratt be co-opted onto the Council. Everyone present voted in favour of the proposal.

**ACTION: Clerk to contact Richard, formally welcome him to the Council, complete the formal processs and explain next steps.**

- b. Cemetery:
  - i. to consider the new draft policy and pricing schedule on commemorative benches, plaques and trees. The Clerk explained that competing priorities had delayed her work on finalising the policy and so, unless a Councillor wished to take the lead, asked that the item be delayed until June. In addition, she asked Council members to consider procedures for the care and maintenance of commemorative trees to ensure their survival after planting.
  - ii. Notice to individuals regarding Council policy for artificial or plastic flowers keeps disappearing from the cemetery. To be communicated in the Council Newsletter.
- c. Children and Young People (Cllrs. McCallum & Gardner): Youth Club is due to re-start after Easter. Dates to be confirmed.
- d. Church: no report.
- e. Community Partnership (Cllr. Thompson): no report.
- f. Volunteers Work Party: 17<sup>th</sup> May’s litter pick led by Cllr. McCallum is confirmed.
- g. Yoxwood (Cllr. Childs): Cllr Childs shared that he had mown the grass and that there are no urgent tasks. He also checked the sleeping policeman and will fix this. to discuss next steps in managing the community woodland. He will also liaise with new councillor regarding the management of the woodland. The proposal to support the community’s Easter Egg hunt, funded solely by Cllr. Childs for a number of years, was considered. Cllr. Tower proposed and Cllr. Walford seconded that support to the sum of £150 be earmarked for the event. All present voted in favour.

**ACTION: Cllr. Childs to submit expense claim and receipts to the Clerk.**

## 6. Strategic Objectives 2024-2025

- a. To receive further updates concerning the legal transfer of Yoxwood View play area (Priority 1.2): the Clerk summarised the contact she had received from Carla Ridgeway of Flagship, which stated that the insurance claim is yet to be resolved but from her understanding from Flagship’s finance team, who have been dealing with the claim, as they were the land owner at the time of the matter, the liability remains with Flagship. The Clerk has contacted the solicitor and awaits confirmation.
- b. To consider any information for communicating (Priority 2.1) and to receive an update regarding the new noticeboard (purchased from Chediston PC). This was discussed. This month’s newsletter to include information regarding Council Cemetery Policy regarding artificial flowers. The Clerk awaits further information from Chediston re. the new noticeboard.

## 7. Parish Matters

- a. To receive and discuss relevant updates regarding the Sizewell C project including:
  - i. Yoxford Transport Group meeting on 13<sup>th</sup> March regarding the A12 pedestrian crossing. Cllrs. Patterson, Tower and Walford attended. They summarised:
    - a. The push button crossing will have access aid for the disabled and be sited 21 metres from the top of Old High Road towards The King's Head.
    - b. There was a lengthy discussion regarding the (yet to decided) sound signals. It was shared that sound was not favoured by Parish Councillors.
    - c. Traffic light controlled works scheduled to begin in May across two weeks.
  - ii. Community Forum on 27<sup>th</sup> March: Cllr. Walford attended and updated:
    - a. Effect of SZC on domestic rental market/local shops and tourism is concerning. Anecdotal evidence of tenants being given notice to quit to make way for more lucrative contracts with SZC.
    - b. 20000 trees to be planted by 2070 = 19% net gain in bioversity by 2090.
    - c. Further queries regarding the strengthening of the Orwell Bridge on A14.
    - d. Forum funding is tax payers money.
    - e. Funding is still not finalised.
    - f. A claim has been made that the project is 30% cheaper than Hinkley Point but not of original or subsequent costings.
    - g. The request was made to publish all answers to all questions.
- b. To receive an update on East Suffolk Council's 2024/5 Keep the Heat: thermal imaging project scheduled for 26<sup>th</sup> February to 11<sup>th</sup> March 2025: Cllr. Roper reported that eight surveys had been completed and that the project was deemed worthwhile.
- c. To receive an update on all matters regarding the requirements of riparian responsibility: Cllr. Tower reported that he had completed a walk along the river, that it is clear and that there is no urgent work to be done.
- d. To receive and discuss relevant updates regarding other Nationally Significant Infrastructure Projects (NSIPs) including:
  - i. LionLink webinar on 17<sup>th</sup> March 2025: Cllr. Roper reported that:
    - a. It is a Dutch/UK link to offshore wind farms
    - b. Walberswick has been identified as the landfall site, Saxmundham for sub-station.
    - c. DCO application in 2026.
    - d. No formal built in/designed collaboration with SZC yet.
  - ii. To discuss attendance at AEPA East Suffolk Town & Parish Council meeting re Energy Projects 10<sup>th</sup> April 6.30-8.30pm at Snape Maltings: Cllrs. Roper and Thompson volunteered to attend and then report back at the next meeting.
- e. To receive an update following the reporting of the condition of the pavements in the village via the SCC Reporting Tool: no update but further discussion was had about how best to capture thorough information from across the village. Cllr. Thompson to link with MUTs group.
- f. To receive an update from the Funding Working Party. Cllr. Roper shared the following:
  - i. Funding of £2000 has been applied for from East Suffolk Community Partnerships towards tree survey at Yoxwood. Awaiting decision.

- ii. Next SZC Community Fund window is in July. The working group will be meeting 16<sup>th</sup> April to discuss an application for the Village Hall.
- iii. Cllr. Roper will be attending a Funding & Community Foundation meeting on 15<sup>th</sup> May 2025 and will report back.
- g. To receive an update regarding the investigation by SCC under the Wildlife and Countryside Act 1981 – Section 53 Claimed Footpath – of a missing section of Footpath 10, Yoxford: no update.
- h. To consider the request for support for the Yoxfayre on 5th July: this was discussed but as no firm request/application, the Clerk offered to try again to meet with the organisers to gather information and then report back.

**ACTION: Clerk to make contact with organisers of Yoxfayre.**

- i. To consider a proposal to purchase a commemorative sculpture/plaque for the 80<sup>th</sup> anniversary of VE Day: this was discussed but no support was evident. At a previous meeting there had been an agreement that the televised event would be shown at the Village Hall and so this should be on the Sole Trustee's next Agenda for 24<sup>th</sup> April 2025.
- j. To consider a proposal to provide £50 funding for flower boxes/pots at the Jubilee Seat: this was discussed. Cllr. Thompson proposed that the volunteers be supported. Cllr. Tower seconded this proposal and all present voted in favour.

**ACTION: Clerk to contact the volunteers to trigger an expense claim.**

## **8. Administration and Procedures**

- a. To consider the notification from East Suffolk Council regarding a request for it to hold a CGR on the number of parish councillors: this was discussed and, because the Council is now full, it was felt that no review was required. Cllr. Tower proposed that the invitation for a CGR be turned down. Cllr. Thompson seconded this proposal and all present voted in favour.
- b. To receive an update on the migration of the .gov.uk website and all associated matters: the Clerk reported that website migration has begun, that the current domain name be continued for a year. New email accounts for all Councillors will be set up in the coming weeks. The Clerk will forward all required information. They should contact the Clerk if they require support to do this.
- c. To receive an update on the review and renewal of the Yoxford Allotments Association Tenancy Agreement: the Clerk shared that the contract is now in place, this year's rent has been received and that water charges will be recovered as per the tenancy agreement.
- d. To note the renewal of registration of Data Controller: this was noted.

## **9. Planning Matters**

- a. To consider the following planning application:  
 Planning reference: DC/25/1196/TCA  
 Proposal: 1no. Beech (T1 on plan) - Reduce to a monolith, 5 metres in height  
 Site address: Yoxford Cricket Club, Old High Road, Yoxford, Saxmundham, Suffolk IP17 3HW  
 Consultation letter expiry date: 9 April 2025

The application was discussed. Cllr. Tower proposed that it be supported. Cllr. Patterson seconded this proposal and all present voted to support.

**ACTION: Clerk to submit consultee comments via East Suffolk Council's Planning Portal.**

## 10. Finance

- a. The monthly financial position for April 2025 was discussed. A proposal from Cllr. Tower to charge the Village Hall (Sole Trustee) for its green areas maintenance was discussed. Cllr. Roper seconded this proposal. All present voted in favour.

**ACTION: Clerk to contact SCL Landscape Management Ltd to request separate invoices for Sole Trustee.**

- b. To receive an update regarding HMRC PAYE/NI statement of liability: the Clerk summarised the current status. Credits in place but HMRC records not up to date. SALC Payroll staff and the Clerk are liaising to resolve this. Further updates in May.
- c. Cllr. Tower proposed, Cllr. Patterson seconded a proposal to authorise the payments listed below. All present voted in favour.:

Details	Payee	Amount	VAT	Total	Power
Salary April 2025	Employee	£949.48	n/a	£958.08	LGA 1972 s.112
Data Protection Registration fee	Information Commissioner Office (ICO)	£52.00	nil	£52.00	LGA 1972 s.111
Website Domain Name	Zen Internet Ltd.	£11.99	£2.40	£14.39	LGA 1972 s.111
Cemetery Garden Waste Bin subscription	East Suffolk Council	£54.00	Nil	£54.00	OSA 1906 s. 9

## 11. Correspondence

- a. To review correspondence received from 28<sup>th</sup> February to 25<sup>th</sup> March 2025 and take action as appropriate:
- It was noted that SCL Landscape Management's estimates for the season 2025/6 had not increased from last season. Additional areas had also been incorporated at no extra charge. This was appreciated by Council. Additional areas for maintenance this season include the path to Yoxwood and the area around the white posts on the A12.
  - A request from a resident has been received for the return of the finger posts at the bottom of Old High Road. A discussion ensued.

**ACTION: Clerk to contact Russell Pearce.**

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

## 13. Next Meeting

- a. The date and time of, and arrangements for the next meeting of the Parish Council, which is the Annual Parish Meeting and scheduled for Thursday 15<sup>th</sup> May 2025 at 7:00 pm were confirmed. Arrangements as per last year, despite the nil attendance.

**ACTION: Clerk to send out and publish the APM invitations.**

Meeting closed 8.25pm

Trudy Charles  
Parish Clerk & RFO  
17<sup>th</sup> April 2025

## Appendix A: Correspondence 6<sup>th</sup> to 29<sup>th</sup> March 2025

<b>Sending Organisation</b>	<b>Date(s) received</b>	<b>Details</b>	<b>Date forwarded</b>
<b>Suffolk Association of Local Councils</b>	various	News bulletins incl. on devolution, training, area forum	various
<b>National Association of Local Councils</b>	13/03/25	Chief executive's bulletin	19/03/25
<b>East Suffolk Council</b>	03/03/25	Planning Committee meeting Agenda 11/03/25	04/03/25
		Greenprint Forum: newsletter, forum dates,	17/02/25
<b>Suffolk County Council</b>	19/03/25	Community Network: webinar re. river health & testing	19/03/25
<b>Police</b>			
<b>Others:</b>			
<b>AEPA</b>	25/03/25	Email re East Suffolk Town & Parish Councils Energy Projects meeting 10 <sup>th</sup> April 7pm	25/03/25
<b>SCDF</b>	19/03/25	Invitation to next meeting on Tuesday 15th April 2025, 2pm-4pm	19/03/25
<b>LionLink</b>	07/03/25	Invite to webinar on 17th March	12/03/25

## Appendix B: Financial Position April 2025

### Receipts: UT Current Account - March 2025

	Mar-25	Year to date
Cemetery Reservations/Interments	£ 500.00	£ 1,850.00
Transfer from UT Instant Access Savings Account	£ -	£ 5,000.00
Neighbourhood CIL	£ -	£ 3,896.10
Grants	£ -	£ 1,303.01
	<b>£ 500.00</b>	<b>£ 12,049.11</b>

### Payments UT Current Account - March 2025

Grounds Maintenance Contract (incl. VAT)	SCL Landscapes	£ 1,375.00	£ 4,375.00
Salary, PAYE & NI	Employee/HMRC	£ 958.08	£ 5,750.00
Banking Service Charge: Monthly from 01/10/24	Unity Trust Bank	£ 6.00	£ 53.40
Audits/Legal: Internal/Ext Audit	PKFLittlejohn	£ -	£ 580.80
Training	SALC	£ 64.00	£ 377.00
Mileage	Various	£ -	£ 78.48
SALC Payroll Subscription 01.04. to 01.09.24	Subscriptions	£ -	£ 737.17
PC Mobile	Lebara		£ 63.70
MUTs: cash float top up	Volunteer	£ -	£ 755.00
MUTs: Lunch	Caterer	£ -	£ 699.00
Bench x 1 for Yoxwood	Yoxwood	£ -	£ 315.95
Bench x 1 for Teenage Shelter	Teenage Shelter	£ -	£ 315.95
Youth Club Funding	Youth Club	£ -	£ 1,202.24
Cemetery/YAA Water	Anglian Water	£ -	£ 154.11
Annual Insurance	CAS Ltd	£ -	£ 1,937.26
Annual Insurance	Yoxwood	£ -	£ 236.59
Donations: (RBL Poppy Appeal 2024)	Charity	£ -	£ 50.00
Donations:	Community	£ -	£ 750.00
VAT	HMRC	£ 275.00	£ 1,230.40
	<b>£ 2,678.08</b>	<b>£ 19,662.05</b>	

### Total Funds: Bank/Cashbook Balances

Unity Trust Current Account as of 28th March 2025	£ 1,133.47
Unity Trust Savings Account as of 28 March 2025	£ 39,684.40
United Trust Bank Business Bond as of 15 September 2024	£ 7,995.50
United Trust Bank Business Bond as of 21 February 2024	£ 5,668.09
	<b>£ 54,481.46</b>

### Earmarked Reserves:

Strickland Manor Hill Play Area	£ 1,170.85
Townland Trust Partnership Fund	£ 4,425.00
Youth Club	£ 2,922.17
ECBS	£ 1,125.00
CIL 2020-2021	£ 5,293.43
CIL 2021-2022	£ 17,090.94
CIL 2022-2023	£ 3,732.47
CIL 2023-2024	£ 5,293.43
CIL 2024-2025	£ 3,896.10



**Appendix B continued: Financial Position April 2025**

Meet Up Tuesday Grant	£	1,341.06
Teenagers' Shelter Grant	£	287.59
	£	<b>46,578.04</b>
<b>General Reserves (=Total Funds – Earmarked Reserves)</b>	£	<b>7,903.42</b>

draft