

# YOXFORD PARISH COUNCIL

## Minutes of the Annual Meeting

held on

Thursday 15<sup>th</sup> 2025

at 7pm

Yoxford Village Hall

### 1. Election of Chair

Cllr. Patterson proposed and Cllr. McCallum seconded Cllr. Dave Tower to continue in the role as Chair of the Parish Council. All present voted in favour. Cllr. Tower was duly elected and accepted the position.

### 2. Election of Vice-Chair

Cllr. Tower proposed and Cllr. Childs seconded Cllr. Ian Patterson to continue in the role of Vice-Chair. All present voted in favour. Cllr. Patterson was duly elected and accepted the position.

### 3. Attendance and apologies

#### Attendees:

Cllr. Richard Allenby-Pratt  
Cllr. David Childs  
Cllr. Janet Gardner  
Cllr. Laura Greenberg  
Cllr. Nicol McCallum  
Cllr. Ian Patterson  
Cllr. Angela Roper  
Cllr. Deborah Thompson  
Cllr. David Tower  
Cllr. John Walford  
Cllr. Hazel Wheeler

#### Apologies accepted for absence:

County Cllr. Richard Smith

#### In attendance:

District Cllr. Julia Ewart

2 members of the public

4. **To receive declarations of interest and to consider requests for dispensations:** Cllr. Tower declared an interest in Agenda Item 11.a) and will recuse himself from the discussion.

### 5. Public Forum

- a) Members of the public may address the Council on any agenda item: no contributions.
- b) To receive a report from County Cllr. Richard Smith: written report included in the minutes of the Annual Parish Meeting.
- c) To receive a report from the District Cllr. Julia Ewart: written report to be included in the minutes of the Annual Parish Meeting. In addition, Cllr Ewart summarised:
- Some difficult interactions with the Wilderness estate regarding plans in Huntingfield
  - Her concerns about processes of ESC's Planning Dept.
  - That she has resigned as a member of the Liberal Democrats and will stand as an Independent.
  - Cllr. Walford proposed a vote of thanks to Cllr. Ewart for her work. This was seconded by Cllr. Tower and all present voted in favour.

### 6. Minutes

- a) Cllr. Patterson shared an error in the minutes of the meeting held on 3<sup>rd</sup> April 2025. With this error corrected, Cllr. Tower proposed, Cllr Patterson seconded and all present voted in favour to approve them. Cllr. Greenberg shared an error in the minutes of the Extraordinary meeting of 8<sup>th</sup> May 2025.

With this error corrected, Cllr. Tower proposed, Cllr Patterson seconded and all present voted in favour to approve them. Cllr. Tower proposed and Cllr. Patterson seconded that the minutes of the Extraordinary meeting of 15<sup>th</sup> April were approved. All present voted in favour.

- b) Matters arising: covered within the Agenda.

## **7. Councillors**

- a) Councillors' Training: to approve basic training for new councillor. Cllr. Patterson proposed and Cllr. Tower seconded that the training be approved. All present voted in favour.

**ACTION: Clerk to liaise with Cllr. Allenby-Pratt re. training slots.**

- b) Register of Interests: Councillors were reminded to complete their annual review of the register of their interests.
- c) To review Councillors' responsibilities to liaise with outside organisations and to lead on projects: the matter was discussed at length. A number of amendments to current categories were discussed with overall unanimous agreement that Yoxwood and Green spaces be combined within an overarching title of Green space and Nature. It was believed that this would facilitate collaboration and co-ordination. It was also agreed that planning matters remain open to full council

**ACTION: Clerk to process changes and publish.**

## **8. Councillors' and Clerk's Reports**

- a) Yoxwood (Cllr. Childs): Cllr. Childs shared that the grass is in need of cutting, which he'll complete. Cllr. Allenby-Pratt joins the Team and will link with Cllr. Childs to co-ordinate. Clerk to pass on a set of keys to Cllr. Allenby-Pratt.
- b) Police: no report.
- d) ESC Community Partnership (Cllrs. Roper & Thompson) including update from meeting of 1<sup>st</sup> May 2025: meeting postponed.
- e) Cemetery:
  - i. there was a lengthy discussion about how best to communicate with parishioners about the removal of artificial flowers/plants. The discussion included understanding of the importance of cultural sensitivity in communicating and enforcing policy. Various options were discussed but it was proposed by Cllr. McCallum that the item be re-visited in June which would allow Councillors time to consider options. Cllr. Walford seconded this proposal and all present voted in favour.

**ACTION: Clerk to add the matter to June's Agenda.**

- ii. Cllr. Thompson raised an issue of a pedestrian access point having been cut into the perimeter hedge along the cemetery drive along with the continued maintenance needs at the entrance.

**ACTION: Cllr. Tower to inspect both areas and report back at June's meeting.**

- f) Work Party including to approve a proposal to purchase tools to the sum of £50: Cllr. Thompson summarised need for basic tools such as broom, bin bags, gloves, rake. Cllr. Tower proposed and Cllr. Greenberg seconded that the purchase be approved. All present voted in favour.

**ACTION: Cllr. Thompson to process purchase and forward invoices to the Clerk.**

## **9. Strategic Objectives 2025-2026**

- a) To receive an update on the legal transfer of Yoxwood View play area (Priority 1.2): no update.
- b) To consider any information for communicating (Priority 2.1):
  - i. Cllr. Roper outlined a need to make contact with the village to survey their needs and wishes for facilities and amenities in the village. Various options on how to do this were discussed. These included to present a display at Yoxfayre on 5<sup>th</sup> July to encourage engagement as well as regular events at the Village Hall such as Film and Pub Nights.

- ii. Cllr. Roper also outlined a requirement for the Funding Working Group to devise a research plan for discussion at June's meeting.

**ACTION: Funding Group to meet before June's meeting in order to prepare the research plan.**

## **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: the matter was discussed at length. Cllr. Roper has met with Stuart Watson to discuss development needs to grow the Club's offer. Stuart had shared that costs for two staff for two hours are £83.42. For 34 weeks it would be £2,836.00 starting after Easter running through the half term holidays, 4 weeks of the summer holidays and finishing 18<sup>th</sup> December 2025. Cllr. Tower proposed and Cllr. McCallum seconded the proposal to fund the Youth Club from Council's earmarked reserves. All present voted in favour.

**ACTION: Clerk to liaise with Stuart Watson of CYDS.**

- 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: Cllr. Walford shared the following from his attendance:
    - a. Start to the works to the railway at Darsham is imminent. Minimum 3 month disruption.
    - b. Removal of trees was raised but SZC claimed that it hadn't removed the maximum allowed.
    - c. By Spring 2026, 25% of Northern Park & Ride at Darsham will be in operation. Lighting plans are unclear.
    - d. All minutes of these Forums are available online.
- c) To receive and discuss relevant updates regarding other Nationally Significant Infrastructure Projects (NSIPs) including:
  - i. Cllrs. Roper and Thompson shared the following update from the AEPA East Suffolk Town & Parish meeting on 10<sup>th</sup> April 2025:
    - a. the organisation is learning from the SZC project. Now at pre-examination stage and so public can register to contribute by 23<sup>rd</sup> June.
    - b. A discussion was had about sometimes mitigation can be worse than the initial plans.
    - c. LionLink will also be impactful on the village.
    - d. Discussion was had about ways that Council can keep the village informed. Ideas such as social media, the existing Newsletter, data collection. All need to be GDPR compliant.

**ACTION: Clerk to summarise latest information within the May Newsletter.**

- 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:
  - a. The Environment Agency explained that the devastation of the environment is not under their remit and that they were attending as nuclear regulators only.
  - b. There seemed to be no interest or use in or for the parish.
- e) To consider the application for funding from the organising Co-Chairs of the Yoxfayre 2025: a discussion was had which included the following points:
  - a. Good to bring the community together, particularly as the music day is not running this year.
  - b. Disappointment that the Village Hall is not one of the chosen beneficiaries of the day but this will not affect any decision.
  - c. Cllr. Tower proposed that the £500 assigned to the Yoxwood Music Day be transferred to Yoxfayre 2025. Cllr. Patterson seconded this proposal and all present voted in favour.

**ACTION: Clerk to liaise with the organising committee of Yoxfayre 2025.**

- f) To consider a resident's concerns regarding the condition of the footpath along Satis House: there was a lengthy discussion about this stretch of village pavement, which included:
- The pavement condition may change once the roundabout is online but the matter is too urgent to wait as its condition forces pedestrians onto edge of pavement/onto A12.
  - There was overall consensus that this is a serious accident waiting to happen.
  - Clarification on responsibility needs to be ascertained. The general view is that it falls under Suffolk County Council Highways' jurisdiction.
  - In the meantime, Clerk offered to contact Cllr. Smith and Jo Kerridge of Highways to alert them to the issue as well as report the matter via the SCC Reporting Tool.

**ACTION: Clerk to contact Cllr. Smith and Jo Kerridge of Highways and report the matter via the SCC Reporting Tool.**

## 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
- Cllr. Tower left the meeting. Cllr. Patterson took over as Chair for this item. The application was discussed and no concerns were raised. Cllr. Patterson proposed that the application be supported. Cllr. McCallum seconded this proposal and then all present voted in favour.

**ACTION: Clerk to submit comments via the ESC Planning Portal.**

- 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
- Cllr. Tower returned to the meeting.
  - The application was discussed and no concerns were raised. Cllr. Childs proposed that the application be supported. Cllr. McCallum seconded this proposal and then all present voted in favour.

**ACTION: Clerk to submit comments via the ESC Planning Portal.**

- 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
- The application was discussed and no concerns were raised. Cllr. Tower proposed that the application be supported. Cllr. Roper seconded this proposal and then all present voted in favour.

**ACTION: Clerk to submit comments via the ESC Planning Portal.**

## 12. Administration and Finance

- a) To re-adopt the LGA Model Councillor Code of Conduct 2020: Cllr. Tower proposed that the Code be re-adopted. Cllr. Patterson seconded this proposal, and all present voted in favour.

**ACTION: Clerk to process and publish the Code.**

- b) To approve the Annual Accounts Summary for the financial year 2024/25: Cllr. Tower proposed, Cllr. Greenberg seconded that the document be approved. All present voted in favour. Cllr. Tower signed the Accounts.

- c) To approve the Bank Reconciliation for the financial year 2024/25: the Clerk advised that bank reconciliations need to be checked by a councillor who has no access to bank accounts. Currently, Cllr. Tower has been checking these but this is no longer compliant. Cllr. McCallum offered to take on the role and signed off the year's reconciliation. He proposed and Cllr. Patterson seconded that the reconciliation be approved. All present voted in favour.
- d) To note the budgeted versus actual income and expenditure for the financial year 2024/25: this was noted.
- e) To note the monthly financial position: this was noted.
- 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: this was noted.
- 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: this was noted.
- h) To note an invoice for Clerk's work on Sole Trustee business for April: 17 hours @ £16.60ph = £282.20: this was noted.
- i) Cllr. Tower proposed, Cllr. Wheeler seconded that the payments below are authorised. Everyone present voted in favour. In addition, Cllr. Childs thanked Council for the reimbursement of Easter Egg Hunt eggs and reported that more than 40 children took part.

Details	Payee	Amount	VAT	Total	Power
Salary May 2025	Employee	£949.48	nil	£949.48	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

**ACTION: Clerk to process these payments.**

### 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: no further action.

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

- i. Funding Working Group update
- ii. Cemetery Policy
- iii. Visit form adjoining Parish Council regarding Biodiversity strategy.
- iv. Cllr. Wheeler gave her apologies for the next meeting. These were accepted.

### 15. Next Meeting

The date and time of the next meeting of the Council scheduled for 5<sup>th</sup> June 2025 was confirmed.

Meeting closed at 9.30pm

Trudy Charles

Parish Clerk

22<sup>nd</sup> May 2025

## Appendix A: Correspondence 2025 30<sup>th</sup> March to 8<sup>th</sup> May 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, AGM	various
<b>National Association of Local Councils</b>	various	Newsletter, Chief Exec's Bulletin	various
<b>East Suffolk Council</b>	01/04/25	Planning consultations - DC/25/1303/AND & DC/25/1340/TCA	01/04/25
		Greenprint Forum: newsletter, forum dates,	17/02/25
<b>Suffolk County Council</b>	Various	<ul style="list-style-type: none"> <li>- Community Network: webinar re. river health &amp; testing</li> <li>- 20<sup>th</sup> May Suffolk County Council's response to the government's proposal for local government reorganisation</li> </ul>	various
<b>Police</b>	01/04/25	Police Connect: Suffolk Police shine spotlight on criminal use of the road	01/04/25
<b>Others:</b>			
<b>Connexin</b>	08/05/25	Email re works to install IoT (Internet of Things) gateways	15/05/25
<b>AEPA</b>			
<b>SCDF</b>	19/03/25	Invitation to next meeting on Tuesday 15th April 2025, 2pm-4pm	19/03/25
<b>HMRC</b>			
<b>ESPA</b>			
<b>LionLink</b>			
<b>SeaLink</b>			
<b>Sizewell C</b>	Various	<ul style="list-style-type: none"> <li>- Northern Transport Forum Draft Minutes 5<sup>th</sup> February 2025</li> <li>- April update</li> <li>- Meet the regulator (EA) meeting 13<sup>th</sup> May</li> </ul>	various
<b>Residents</b>			
<b>Yoxwood Primary School</b>	02/04/25	Spring Term Newsletter	02/04/25



## Appendix B: Financial Position May 2025

### Receipts: UT Current Account - April 2025

	Apr-25	Year to date
Cemetery Reservations/Interments	£ -	£ -
Transfer from UT Instant Access Savings Account	£ 5,000.00	£ 5,000.00
Neighbourhood CIL	£ 3,900.77	£ 3,900.77
Grants	£ -	£ -
Precept	£ 7,897.50	£ 7,897.50
	<b>£ 16,798.27</b>	<b>£ 16,798.27</b>

### Payments UT Current Account - April 2025

Grounds Maintenance Contract (incl. VAT)	SCL Landscapes	£ -	£ -
Salary, PAYE & NI	Employee/HMRC	£ 949.48	£ 949.48
Banking Service Charge: Monthly from 01/10/24	Unity Trust Bank	£ 6.00	£ 6.00
Audits/Legal: Internal/Ext Audit	PKFLittlejohn	£ -	£ -
Training	SALC	£ -	£ -
Mileage	Various	£ -	£ -
SALC Payroll Subscription 01.04. to 01.09.24	Subscriptions	£ -	£ -
PC Mobile	Lebara	£ -	£ -
MUTs: cash float top up	Volunteer	£ -	£ -
MUTs: Lunch	Caterer	£ -	£ -
Bench x 1 for Yoxwood	Yoxwood	£ -	£ -
Bench x 1 for Teenage Shelter	Teenage Shelter	£ -	£ -
Youth Club Funding	Youth Club	£ -	£ -
Cemetery/YAA Water	Anglian Water	£ 83.84	£ 83.84
Annual Insurance	CAS Ltd	£ -	£ -
Annual Insurance	Yoxwood	£ -	£ -
Donations: (RBL Poppy Appeal 2024)	Charity	£ -	£ -
Donations:	Community	£ -	£ -
ICO: annual renewal	Subscriptions	£ 47.00	£ 47.00
Website: domain renewal (Zen)	Website/Media	£ 11.99	£ 11.99
VAT (paid & to reclaim)	HMRC	£ 2.40	£ 2.40
	<b>£ 1,100.71</b>	<b>£ 1,100.71</b>	

### Total Funds: Bank/Cashbook Balances

Unity Trust Current Account as of 30th April 2025	£ 16,831.03
Unity Trust Savings Account as of 30th April 2025	£ 34,934.25
United Trust Bank Business Bond	£ 7,611.05
United Trust Bank Business Bond	£ 5,952.49
	<b>£ 65,328.82</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
CIL 2025-2026	£ 3,900.77

Meet Up Tuesday Grant	£ 1,341.06
Teenagers' Shelter Grant	£ 287.59
	<b>£ 50,478.81</b>

General Reserves (=Total Funds – Earmarked Reserves)	<b>£ 14,850.01</b>
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## Appendix C : Annual Accounts Summary 2024-5

31/03/2024		31/03/2025	31/03/2024		31/03/2025
£	Receipts	£	£	Payments	£
£ 14,701.67	Precept	£ 14,753.97	£ 3,176.00	Grounds Maintenance	£ 5,750.00
£ 14,000.00	Transfers from UT Instant Access Account	£ 10,000.00	£ 10,232.67	Clerk's Salary incl Employer NI	£13,350.46
£ -	ESC Outdoor Playing Space Grant	£ -	£ -	Clerk's Expenses incl. PC Mobile	£ 92.80
£ 200.00	Allotments Association Rent	£ 200.00	not available	Clerk/Councillors' Mileage	£ 78.48
£ -	ESC Enabling Communities Grant	£ 1,125.00	£ 3,749.40	Village Hall Grant	£ 895.78
£ -	SCC Locality Budget Grant	£ -	£ -	Village Hall Cladding	£ -
£ 2,041.50	ESC Winter Cost of Living Grant for MUTs	£ 1,303.01	£ 262.50	Equipment Purchase	£ -
£ -	Legal Fees Refund	£ -	£ 1,144.95	Meet Up Tuesday Grant	£ 899.00
£ 3,619.51	Community Infrastructure Levy	£ 3,896.10	£ -	Garden of Suffolk Map	£ -
£ -	Village Sign Repair - Insurance Claimed	£ -	£ 851.66	Yoxwood Music Event/Insurance/Equipment Maintenance	£ 1,052.54
£ 168.17	Electricity Refund	£ -	£ 14,000.00	Transfers to UT Current Account	£10,000.00
£ -	Christmas Decorations - Refund	£ -	£ 421.43	Subscriptions and Memberships	£ 727.17
£ 1,115.00	Cemetery	£ 1,850.00	£ 471.00	Audit Fees	£ 484.00
£ 1,470.83	Bank Interest	£ 1,786.55	£ 123.42	Legal Fees	£ -
£ 3,324.86	VAT Reclaimed	£ -	£ 2,094.47	Insurance	£ 1,937.26
£ -	Share of Water Charges	£ -	£ -	Youth Activities (Funding of Youth Club)	£ 1,202.24
£ -	Transfers from UT Operating Account	£ 7,377.00	£ 130.00	Donations/S137	£ 750.00
<b>£ 40,641.54</b>	<b>Total Receipts</b>	<b>£ 42,291.63</b>	£ 960.42	VAT Paid	£ 1,350.40
			£ 141.66	Water Charges	£ 154.11
			£ 90.00	Play Equipment Safety Inspection	£ 90.00
			£ 40.34	Parish Maintenance	£ -
			£ 288.00	Clerk/Councillors' Training	£ 233.00
			£ 72.00	Bank Charges	£ 71.40
			£ -	Cemetery (green waste subscription)	£ 50.00
			£ -	Website migration to .gov.uk	£ 897.39
			£ -	Transfers to UT Instant Access Account	£ 7,377.00
			£ -	Youth Activities (Teenage Shelter)	£ 315.95
			<b>£ 38,249.92</b>	<b>Total Payments</b>	<b>£47,758.97</b>

### Receipts and Payments Summary

£ 58,081.43	Balance as at 1st April	£ 60,473.05
£ 40,641.54	Add Total Receipts	£ 42,291.63
£ 38,249.92	Less Total Payments	£ 47,748.97
<b>£ 60,473.05</b>		<b>£ 55,015.71</b>

### Cumulative Funds Represented by:

5,754.36	Unity Trust Current Account	£ 1,133.47
41,439.55	Unity Trust Savings Account	£ 39,934.25
7,611.05	United Trust Bank Fixed Deposit 1	£ 7,995.50
5,668.09	United Trust Bank Fixed Deposit 2	£ 5,952.49
<b>60,473.05</b>		<b>£ 55,015.71</b>

These Accounts represent fairly the financial position of Yoxford Parish Council and reflect its receipts and payments during the financial year 2024-5.

Signed ..... Date .....  
*Responsible Financial Officer*

I certify that the Accounts were formally approved at the full Council meeting held on 15th May 2025

Signed ..... Date .....  
*Chairman*