

# YOXFORD PARISH COUNCIL

## Minutes of the Meeting

held on

Thursday 3rd July 2025

at 7pm

Yoxford Village Hall

### 1. Attendance and apologies

#### Attendees:

Cllr. Richard Allenby-Pratt  
Cllr. Nicol McCallum  
Cllr. Ian Patterson  
Cllr. Angela Roper  
Cllr. Deborah Thompson  
Cllr. John Walford

#### Apologies accepted for absence:

Cllr. David Childs  
Cllr. Janet Gardner  
Cllr. David Tower  
Cllr. Hazel Wheeler

County Cllr. Richard Smith

#### In attendance:

District Cllr. Julia Ewart

13 members of the public

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

### 3. Public Forum

- a) Members of the public may address the Council on any agenda item: none
- b) To receive a report from County Cllr. Richard Smith: no report
- c) To receive a report from the District Cllr. Julia Ewart: it was approved by the Chair that Cllr. Ewart would contribute to agenda items.
- d) To receive a presentation on Kelsale Parish Council's Biodiversity Strategy from Cllr. Keith Dickerson.
  - i. A summary of the Council's work was given. Key points included:
    - 1. the identification of key sites, species and threats to ascertain the status of the parish's wildlife
    - 2. guidance on how to write a biodiversity action plan; improving the diversity of the parish; the setting up of ponds; wildlife meadows; nest boxes for swifts.
    - 3. guidance on the setting up of an action group to implement recommendations.
  - ii. Cllr. Dickerson's presentation was discussed and it was proposed by Cllr. Thompson that this be included on next month's Agenda for further discussion with a view to agreeing next steps. This was seconded by Cllr. Walford and all present voted in favour.

#### **ACTION: Clerk to add to the meeting Agenda for August.**

- e) To receive an update from representatives of the Town Land Trust about its plans for the renovation of Mulberry Park.
  - i. John Sutherell, a Trustee of the Town Land Trust gave the following summary. A full report is included as Appendix D.
  - ii. donated in the 1930s, Mulberry Park, Donkey Meadow and the two commercial properties are assets which the Trust seeks to improve for the benefit of the village.
  - iii. since its last update to the Parish Council, significant improvements have been made, particularly in Donkey Meadow and by Helen Barrett; land is now registered; the portacabin has been removed from the rear of the unit previously called, 'Garden House Antiques'.
  - iv. discussions with the Wilderness Estate have happened but all offers to purchase/rent have been declined.
  - v. An application to the Sizewell Community Fund will be submitted supported by village survey to gauge the community's view of the needs of Mulberry Park and the adjacent commercial premises.

- vi. The Trust is grateful for the continued support of the Parish Council and is aware of the earmarked reserves that the Council has for collaborative work with the Trust.
- vii. Cllr. Roper outlined the Parish Council's own submission to the Sizewell Fund and suggested that she liaise with Helen Barrett regarding the surveys to ensure the village is not overwhelmed by data collection.

#### 4. Minutes

- a) To approve as accurate the minutes of the Meeting held on 5<sup>th</sup> June 2025 and the Extraordinary Meeting held on 26<sup>th</sup> June 2025: With regard the minutes of 5<sup>th</sup> June, Cllr. Roper raised that she had not offered to take on the writing of the Parish Council Newsletter but rather how it can be improved. With this amendment, Cllr. McCallum proposed that these minutes be approved. Cllr. Walford seconded and all present voted in favour. Cllr. Roper proposed that the Extraordinary Minutes be approved. Cllr. Walford seconded this. All present voted in favour.
- b) Matters arising: A response to queries regarding S19 Flood Report had been received from Suffolk County Council. These were discussed further. No further comment was deemed productive but Cllr. Allenby-Pratt will contact the Environment Agency.

#### 5. Councillors' and Clerk's Reports

- a) Yoxwood (Cllrs. Allenby-Pratt and Childs):
  - i. the meeting on 16<sup>th</sup> July with the RSPB regarding possible involvement in its strategy, 'Operation Turtle Dove' was noted.
  - ii. Cllr. Allenby-Pratt shared that the grass had been cut and that he would organise a working party to complete some maintenance. Mower servicing is still to be organised.
  - iii. the need for a tree survey was discussed again. The Council has one quote so far and a possible 2k from Community Partnership towards it. Two further quotes are required.
  - iv. Cllr. Thompson/the Clerk to pass on contact details of surveyors to Cllr. Allenby-Pratt.
- b) Police
- c) ESC Community Partnership: Cllrs. Roper & Thompson gave the following feedback from the online meeting of 25<sup>th</sup> June:
  - i. concerns had been raised by four Parish Councils about the impact of Sizewell C related traffic;
  - ii. fuel poverty is high in the area;
  - iii. isolation, transport and dementia are key matters for the area.
- d) Cemetery including:
  - i. further consideration of the most effective ways of communicating and enforcing the Council's policy on the use of artificial flowers: this matter was discussed again. It's believed to be a policy that's impossible to enforce and requires sensitivity. An additional note might be added that enable the Council to remove disintegrating and/or degrading artificial flower memorials.

**ACTION: Cllr. Thompson to research the cost of a permanent notice. Cllr. Walford to draft the copy for said Notice.**

  - ii. further consideration of the draft Policy for Memorials (benches, plaques and trees) in Public Spaces. The Clerk requested that this be moved to September.
- e) Work Party: it was proposed that September or October could be useful times for village based work. District Cllr. Ewart outlined a 'Wrap & Pack' event on 2<sup>nd</sup> November 2025 10am-12pm across Kelsale and Yoxford.
- f) Funding Working Group (Cllrs. Gardner, Roper, Thompson and Tower) The group's last meeting was summarised by Cllr. Roper. A full report is included as Appendix C. Key points are:
  - i. Contact from SZC Community Fund had been received with encouragement to apply.
  - ii. Key priorities are Village Hall, its kitchen and car park.
  - iii. A lengthy discussion was had about these priorities, the draft survey and how best to collect the village's views with the possibility of a door to door event during the week of 21<sup>st</sup> July.

**ACTION: Clerk to print out surveys. Cllr. Thompson to prepare a poster.**

## 9. Strategic Objectives 2025-2026

- a) To receive an update on the legal transfer of Yoxwood View play area (Priority 1.2): the Clerk summarised the latest contact with former councillor, Stephen Siddall who'd advised gaining advice from Birketts.

**ACTION: Clerk to contact Birketts.**

- b) To consider any information for communicating (Priority 2.1): summary of this meeting to be included in July's Newsletter.

## 10. Parish Matters

- a) To receive and discuss relevant updates regarding the Sizewell C project, including:
- The postponement of SZC Yoxford Transport Group meeting of 10<sup>th</sup> July was noted.
  - Cllr. Walford summarised key points from the Community Forum of 2<sup>nd</sup> July which were regarding planned road closures, transport monitoring and the Forum's schedule.
- b) To receive and discuss relevant updates regarding other Nationally Significant Infrastructure Projects (NSIPs) including:
- The Clerk gave an update regarding the registration to become an Interested Party in National Grid's Sea Link project and has emailed the Planning Inspectorate to request inclusion.

## 12. Administration and Finance

- a) The resignation of Cllr. Laura Greenberg was noted and Cllr. Patterson shared the Council's thanks for her contribution during her time on the Council. The Clerk has triggered the electoral process with East Suffolk Council and will update at next month's meeting.
- b) The Internal Audit for 2024/5 was noted, accepted and discussed. The Clerk was thanked for her hard work and diligence in ensuring a successful audit. The Clerk shared that all necessary and relevant documents had now been submitted to PKF Littlejohn for external audit.
- c) The monthly financial position was noted. Discussion ensued with regard the earmarked reserves for collaboration with the Town Land Trust. The Clerk advised that when grants are awarded, there should be an expectation that accounts are received to ensure funds have been spent appropriately. Currently, there is no mechanism for this.

**ACTION: Clerk to draft a policy on Grants/Donations for consideration at August's meeting.**

- d) The budget v actual for Q1 2025/6 was reviewed with no extraordinary observations.
- e) Further to the resignation of Laura Greenberg, and to ensure ensuring continuity and good governance in financial matters. Cllr. Thompson proposed that Cllr. Patterson be appointed a bank signatory for Parish Council bank accounts. Cllr. Walford seconded this. All present voted in favour.

**ACTION: Clerk to implement this decision.**

- f) The invoice to the Sole Trustee of Yoxford Village Hall for Clerk's work on Sole Trustee business for June 2025: 9.75 @ £17.79ph = £173.50 was noted.
- g) Cllr. Patterson proposed and Cllr. McCallum seconded the authorisation for payment of the following:

Details	Payee	Amount	VAT	Total	Power
Invoice: 4143 Grass cutting	SCL Landscape	£245.00	£49.00	£294.00	OSA 1906 ss. 9
Invoice: 30260 Internal Audit 2024/5	SALC	£282.00	£56.40	£338.40	LGA 1972 s.111
P30 Employer's Payslip 2025/6 Q1 ending 05/07/2025	HMRC	£61.56	nil	£61.56	LGA 1972 s.112
Salary July 2025	Employee	£949.48	nil	£949.48	LGA 1972 s.112

## 13. Correspondence

To review correspondence received from 30<sup>th</sup> May to 26<sup>th</sup> June 2025 and to take action as appropriate:

- An email from a resident had highlighted that the A12 footpath, previously cleared by SCC Highways remains an issue.

**ACTION: Clerk to contact Jo Kerridge at SCC Highways.**

**14. Questions to the Chair/Items for the Next Agenda:** none

**15. Next Meeting**

The date and time of the next meeting of the Council was confirmed as 7<sup>th</sup> August 2025

Meeting closed at 8.45pm

Trudy Charles  
Parish Clerk  
17<sup>th</sup> July 2025

draft

## Appendix A: Monthly Financial Position: July 2025

### Receipts: UT Current Account - June 2025

	Jun-25	Year to date
Cemetery Reservations/Interments	£ -	£ -
Transfer from UT Instant Access Savings Account	£ -	£ 5,000.00
Neighbourhood CIL	£ -	£ 3,900.77
Grants	£ -	£ -
Precept	£ -	£ 7,897.50
Sole Trustee	£ 302.43	£ 302.43
	<b>£ 302.43</b>	<b>£ 17,100.70</b>

### Payments UT Current Account - June 2025

Grounds Maintenance Contract (excl. VAT)	SCL Landscapes	£ 430.00	£ 430.00
Expense Clm: Volunteer Tools	Volunteers	£ 38.92	£ 88.92
Salary, PAYE & NI	Employee/HMRC	£ 949.48	£ 1,898.96
Banking Service Charge: Monthly from 01/10/24	Unity Trust Bank	£ 6.00	£ 12.00
Audits/Legal: Internal/Ext Audit	SALC/PKF	£ -	£ -
Training	SALC	£ -	£ -
Mileage	Various	£ -	£ -
SALC Payroll Subscription	Subscriptions	£ 45.00	£ 45.00
SALC Membership Annual Subscription	Subscriptions	£ -	£ 353.61
PC Mobile	Lebara	£ -	£ 14.70
MUTs: cash float top up	Volunteer	£ -	£ 150.00
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
Annual Insurance	CAS Ltd	£ -	£ -
Annual Insurance	Yoxwood	£ -	£ -
Donations: (RBL Poppy Appeal 2024)	Charity	£ -	£ -
Donations:	Community	£ -	£ -
ICO: annual renewal	Subscriptions	£ -	£ 47.00
CAS Ltd: 12th .gov.uk email address	Website/Media	£ -	£ 31.99
Village Events: Yoxwood Easter Egg Hunt	Yoxwood	£ -	£ 158.20
Community Grants: 2025 Yoxfayre	Community Grants	£ 500.00	£ 500.00
VAT (paid & to reclaim)	HMRC	£ 102.79	£ 200.19
Transfer to Instant Access Savings	Transfers	£ 10,000.00	£ 10,000.00
		<b>£ 12,072.19</b>	<b>£ 4,014.41</b>

### Total Funds: Bank/Cashbook Balances

Unity Trust Current Account as of 29th 2025	£ 4,314.76
Unity Trust Savings Account as of 29th May 2025	£ 44,934.25
United Trust Bank Business Bond	£ 7,995.50
United Trust Bank Business Bond	£ 5,952.49
	<b>£ 63,197.00</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	£	3,619.51
CIL 2024-2025	£	3,896.10
CIL 2025-2026	£	3,900.77
Meet Up Tuesday Grant	£	1,191.06
Teenagers' Shelter Grant	£	287.59
	<b>£</b>	<b>48,654.89</b>

**General Reserves (=Total Funds – Earmarked Reserves)**

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**£ 14,542.11**

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**Appendix B: Correspondence 30<sup>th</sup> May to 26<sup>th</sup> June 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 recording.	Various
<b>National Association of Local Councils</b>	various	Newsletter, Chief Exec's Bulletin	various
<b>East Suffolk Council</b>		Planning consultations	
	various	Greenprint Forum: newsletter, forum dates, local govt. review & survey	various
	30/06/25	Planning and Building Control newsletter	03/07/25
	30/06/25	Neighbourhood Plan funding withdrawn	03/07/25
<b>Suffolk County Council</b>	30/06/25	Briefing on Local Government Reorganisation	03/07/25
<b>Contractor</b>	07/06/25	Email from Kindewood re Planning App.	19/06/25
<b>Residents</b>	18/06/25	Resident's email re. questions for SZC Forum meeting	18/06/25

## **Appendix C: Funding Working Group Report Update July 2025**

1. We met on Tuesday, 24th June at 1900 to discuss bidding for a newly promoted fund and the design of an in-person survey for Yoxford residents.

### **2. East Suffolk Community Centre and Village Hall Repairs & Improvement Fund**

This grant scheme is funded by the Government's Rural England Prosperity Fund (REPF), which aims to enhance productivity and strengthen rural economies and communities. Match funding is provided by the East Suffolk Community Partnership Board. East Suffolk Council is administering the fund on behalf of REPF.

ESC is looking to fund schemes that will enhance, upgrade, extend and improve community centres and halls, as well as schemes looking to repair, maintain and replace existing structures. Grants of between £2,500 and £15,000 are available. A minimum of 20% match funding is expected from applicants. The deadline date is 16th September at 0900.

It is suggested that we bid for this fund to fund the renovation of the village hall kitchen to include:

- Moving the internal door
- Replacing the external door
- Removing the hatch
- Removing the boiler
- Installing a new boiler
- Removing the existing kitchen units, sink, appliances and flooring
- Designing and installing a new kitchen with associated appliances, extractors and flooring

The following action was agreed:

1. We will make this bid a current priority.
2. Angie to contact the Planning Officer to confirm the position re. planning approval.
3. Everyone is to investigate local builders; three estimates will be required.

### **Survey of Yoxford residents.**

We have set priorities to bid for funding for the renovation of the village hall, landscaping, resurfacing of the car park and the development of a new children's play area. Many grant applications require evidence of need as well as the opinions and ideas of residents. We are designing an in-person survey to be administered by members of the Parish Council to gain feedback. The survey seeks to gain information about (1) the current use of the Village Hall and children's play areas in the village; (2) views and opinions on the proposed new developments; and (3) to gauge the impact of Sizewell C on residents' daily life.

The aim is to administer this survey in the week beginning 21 July 2025 or 28 July 2025. The survey administration will need to be promoted in the newsletter and other Parish Council communication channels.

Meeting attended by Councillors Dave Tower, Angie Roper, Deborah Thompson and Janet Gardner.

Paper prepared by Councillor Angela Roper

27th June 2025



## **Appendix D: Townland Trust Brief to Council from Trustees Jan Sheldon and John Sutherell**

The Trustees thanked the PC for the opportunity to up date them on progress.

**Background.** The two pieces of land, Mulberry Park and the two shops, and Donkey Meadow, were donated to Yoxford Church in the 1830s. They were incorporated as the Townland Trust with the Charity Commission in 1903. While a small income from the two shops accrued to the Church, the lands were administered loosely in the interests of the community. Following discussions about the possibility of selling Donkey Meadow to the PC and the public meeting in the Church in autumn 2024 the Trustees are, with considerable help from volunteers, seeking to improve these assets for the benefit of the community.

**Commitment.** Yoxford Townland Trust are committed to ensuring that the spaces and places that it is responsible for thrive and develop for community use whilst ensuring the objects of the Trust are met.

### **Update on progress:**

- As of 27<sup>th</sup> June 2025, properties are now registered with Land Registry Title No.: SK428778
- We are updating our governance (Articles of Association, Purpose, roles etc) and have recruitment of a new Trustee
- We have made an Application to HMRC to be recognised for Gift Aid
- Donkey Meadow is unrecognisable, very largely thanks to Helen Barrett who has also received a lot of help from members of the community and formal advice from the Suffolk Wildlife Trust. It is no longer the liability it had become in early 2024 and has considerable potential as a community and environmental asset.
- The Garden House Portakabin which had become a serious liability has been removed, mainly thanks to Russell Pearce, supported by other volunteers and the Garden House temporarily secured. More space is now available in Mulberry Park which is being used as part of Yoxfayre on Saturday.
- A trustee accompanied by Russel Pearce met with representatives Wilderness Estate on 9 April 25, who offered to purchase or long lease the Garden House/Mulberry Park. This offer was declined, and it was made clear that this was a community asset and not for sale. The option to lease a footpath through Mulberry Park was left open for discussion later once The Griffin project and the possible car park were completed. There has been no subsequent communication from Wildemess representatives.

### **Pians**

- A survey is being prepared to be circulated during July to gather information from local people about how they would like to see The Garden House and Mulberry Park used and developed. (Support and encouragement for survey completion would be most welcome.)
- Results of survey will inform a bid for large grant funding from Sizewell C which we hope to submit in September.
- We are planning an update meeting for the community in September to explain what we've been doing, our plans for the future and provide a forum for views.

**Conclusion.** The Trustees are grateful for the interest and support of the Parish Council, including the continuance of grass cutting in Mulberry Park and the generous offer off £3,000 to support development. It is our intention that this be used to ensure that all necessary maintenance across both sites (DM and MP/GH) is undertaken. We would be grateful for your requirements for the funds to be transferred.