

# YAXLEY PARISH COUNCIL

Minutes of the meeting held on Wednesday 13<sup>th</sup> November 2013 at Yaxley Community Centre

Present:

Cllr C Aldous,	Cllr J Hawes,
Cllr K Pawsey	Cllr I Luff,
Cllr J Moore,	Cllr Wright,
Cllr S Sano,	Cllr A Watts,
Cllr Burn.	

County Councillor Jessica Fleming.

No members of the public.

Philip Freeman – Parish Clerk

1. Apologies for Absence.
  - Apologies were received from the Police.
2. Councillor's Declaration of Interests in Agenda Items.
  - All Councillors declared a disclosable personal interest in setting the precept.
3. Minutes of Previous Meeting held on 24<sup>th</sup> October and 13<sup>th</sup> November 2013.
  - The accuracy of the minutes of the meeting held on 24<sup>th</sup> October was queried by Cllr Burn in relation to what he was reported to have said during the discussion, in the Public Forum, of the Progress Power proposal. An addition to the minutes was made at the end of the Public Forum: 'Public Vote: There was a unanimous vote to support the proposal that the substation is built beside the power station.' In the vote on accepting the minutes of the meeting Councillors voted 7 in favour and 1 against accepting the minutes of 24<sup>th</sup> October 2014 as a true record of the meeting with the only amendment being the addition to the minutes at the end of the Public Forum. Proposed by Cllr Watts and seconded by Cllr Aldous.
  - The minutes of the meeting on 13<sup>th</sup> November 2013 were unanimously accepted as a true record of the meeting. Proposed by Cllr Aldous and seconded by Cllr Luff.
4. Matters Arising from the Minutes.
 

The Clerk reported that the following actions had been taken:

  - He had requested copies of the responses that had been received by Progress Power.
  - He requested quotations for the work on the toilets.
  - He had asked that details of the Play Bowls Roadshow should be included in the Yaxley Messenger.
  - He had booked the Community Centre for the meetings in 2014.

Councillor Aldous had tried to recover the petition from the Tavern in Mellis but without success. Cllr Fleming offered to raise the matter at a meeting in Mellis on the day after this meeting.
5. Notification of any items of urgent business:
 

None.

Meeting closed at 7:58 p.m.

## Public Forum

### County Councillor Report, January 2014.

Progress Power Project

Following public consultation in November on preliminary environmental information, the following activities are coming up – some details still pending:

- 22/1/2014. Planning Inspectorate (PINS) Outreach event. PINS to explain their role in the process and how it works. PPL then to give consultation feedback received and address queries arising (still waiting on mtg. details)
- Late January – PPL to provide 'Information Update' detailing background information concerning the substation siting and updated proposals for access arrangements. This comes with a 28 day window for comments.
- Mid Feb – PPL to organise a Project Update Meeting to present the above information to Parish Council etc (same attendees as Outreach event) and answer any queries arising
- Mid Feb – PPL to arrange a substation visit with interested Parish Council representatives and National Grid.

#### Primary school place application deadline

- Parents and carers who need to apply for a full-time place for their child at their preferred primary school for the 2014/2015 school year have until 15 January 2014 to do so. Applications received after the deadline will be considered on a first come first served basis. Anyone with children born between 1 September 2009 and 31 August 2010 can apply for up to three schools either online (recommended) or using the paper application form. An application must be made, even if the child already has a place in a nursery class, pre-school or children's centre.
- Apply online - download an application form at: [www.suffolk.gov.uk/admissionstoschools](http://www.suffolk.gov.uk/admissionstoschools) or contact Suffolk County Council on 0845 6000981.

**Neighbourhood Planning Event (SALC)** – 3<sup>rd</sup> February 10.00 – 3.00 Lavenham Village Hall Lavenham are currently working on their neighbourhood development plan and are putting on an informational workshop in partnership with SALC, Lavenham Parish Council and Community Action Suffolk and supported by SCC and district and borough councils. There will be a keynote speaker from Locality, the national organisation that runs the Government's neighbourhood planning support programme. Communities interested in neighbourhood planning are encouraged to attend.

<http://salc.onesuffolk.net/news/neighbourhood-planning-event-monday-3-february-2014/>

#### Internships for Summer 2014

- Over 20 internship placements are available in councils across Suffolk starting in the summer of 2014, but interested parties need to get their applications in by Tuesday 28 January 2014. A paid 12 month Industrial Placement is also available at Suffolk County Council in economic development and skills policy. This placement must form part of the applicant's university course. Details of the internship opportunities can be found on: [www.risinghighsuffolk.org.uk](http://www.risinghighsuffolk.org.uk)
- Paid arts apprenticeships

Suffolk County Council has secured a grant of £195,750 from the Creative & Cultural Skills' Creative Employment Programme for related work-based learning in Suffolk. The grant will support approximately 80 paid apprenticeships / internships for young, unemployed people in Suffolk.

Obtain information from your local Job Centre Plus advisor or by visiting [www.suffolkartlink.org.uk/cep](http://www.suffolkartlink.org.uk/cep).

#### New Waste Transport Registration Requirement

Businesses across Suffolk could be faced with a fine of £300 fixed penalty up to £5,000 if they do not register as a waste carrier, broker or dealer from January 2014. Businesses that normally transport their own waste must register as a lower-tier waste carrier to comply with recent changes to the England and Wales Waste Regulations. Registering costs nothing and lasts indefinitely. Businesses will not have to renew their registration unless their situation changes. For more information on how to register, visit: [www.gov.uk/waste-carrier-or-broker-registration](http://www.gov.uk/waste-carrier-or-broker-registration)

### Better Broadband Update

- **Levels of Coverage** - Around 60% of Suffolk premises have already been upgraded to fibre broadband by BT under their own commercial activity. Our contract with BT adds further coverage taking it from the ~60% up to 90% fibre coverage, with an underpinning commitment that the last 10% will also get at least 2Mbps across the board. All these percentages are premises (both residential and business), not land mass. We are on target to hit 90% fibre coverage by the end of next year (2015).
- **Website Map** – will be updated and improved in next month.
- **White Areas** - are not in our plan for fibre broadband, but are subject to the minimum 2Mbps commitment (but not via fibre). We are hoping to secure additional funding from government to extend the 90% fibre coverage up towards 95%, and in doing so give those in the "final 10%" something better than the minimum 2Mbps - to be confirmed in March or April.
- **Operators and Speed** - Low speed is due to copper infrastructure. Changing providers will not help as they all operate on the same infrastructure. This is a wholesale / retail model where BT Openreach owns the ducts and cables, and different retail companies sell different packages and services to customers. "Dilution" of speed occurs when infrastructure is shared amongst users, reducing allocation per user. This should be eradicated once fibre broadband is deployed.
- **Contact:** The County development team visit parish councils or similar if needed. Also, residents can get in touch direct at [broadband@suffolk.gov.uk](mailto:broadband@suffolk.gov.uk) and we will get back to them asap.

### Flood map update

Updated flood information is available on:

[www.environment-agency.gov.uk/homeandleisure/flood/default.aspx](http://www.environment-agency.gov.uk/homeandleisure/flood/default.aspx)

### Help through Shelter

Shelter helps millions of people a year struggling with bad housing or homelessness. Free online advice and helpline [www.shelter.org.uk/advice](http://www.shelter.org.uk/advice) & 0808 800 4444, see the '[Shelter Stories](#)' blog.

**Contact:** County Councillor Jessica Fleming, Hartismere Division

[Jessica.fleming@suffolk.gov.uk](mailto:Jessica.fleming@suffolk.gov.uk)

Mobile: 07714-597980

In the discussion of Cllr Fleming's report the following points were made:

- Progress Power will prepare a report on why the substation, cannot be located on the airfield. The substation being on the West side of the A140 was seen to be a critical issue.
- Cllr Watts was told by Progress Power that it would be 4 to 5 times cheaper to locate the substation on the airfield, because of the cost of cabling.
- Cllr Burn reported that the decision to locate the substation on the West side of the A140 was taken following the consultation in May 2013 and this had included consideration of the underground connection.
- Cllr Fleming confirmed that it was national policy for cabling to go underground if possible.
- Cllr Burn said that if people were asked at the exhibition in Eye if their preferred the cabling underground or over ground it is likely they would have said underground.
- Cllr Pawsey asked Cllr Fleming to support Yaxley Parish Council in its attempt to get the substation located on the airfield.
- Cllr Luff asked for an open appraisal of the alternative.
- Cllr Aldous encouraged the District and County Councils to listen to local communities.
- Cllr Fleming reported that the planning officers were doing a lot behind the scenes.

## Police Report

### Crime Stats

Since the beginning of December there have been 0 crimes reported to the police.

### Credit and Debit Card Fraud

Protecting your card details is important.

Do not write your PIN number down or disclose it to other people.

Dispose of statements or slips which contain your card details securely by shredding with a cross cut (confetti) shredder.

Do not let others see your PIN number, cover your hand when entering it in any machine.

Check your statements regularly, including low value transactions.

Notify your card company immediately if you suspect fraud.

Use a credit card in preference to a debit card, especially if you are not sure about the location at which you are using the card.

Debit cards are linked to your bank account and fraud can result in you becoming overdrawn and not able to withdraw cash.

Credit card companies are very good at spotting unusual transaction patterns.

Councillor Fleming left the meeting and 8:20 p.m.

The meeting reopened at 8:20 p.m.

6. Correspondence (copies circulated in Correspondence File or with agenda).
- Various documents from SALC
  - Clerk & Councils Direct.
  - Request for a donation from Eye Volunteer Centre.
  - Thank you email for cutting the foliage at the entrance to Cherry Tree Close.
  - Various emails about allotment plots.
  - Emails about James Copping – volunteer for litter pick.
  - Emails from Jessica Fleming – power station.
  - Request from CAB.
  - Request for copy of the PC's response to Progress Power.
  - Emails from Suffolk Acre Services.
  - Emails about Tax base and Precept 2014/15.
  - Emails about burial.
  - Email about request for Village Recorder Secretary for Suffolk Local History Society.
  - Emails from Progress Power.
  - Eye Airfield Planning Position Statement.
  - Email from Mellis PC about Flashing Speed Warning Sign.
- The Clerk reported that there had been many positive comments following the cutting of the foliage at the entrance to Cherry Tree Close and Cllr Burn reported that he was still following up the problem.
  - Councillors agreed that James Copping had made a big impact on litter clearance.
  - In the discussion of the request for financial support for the Citizens Advice Bureau the Clerk was asked to find out which branch was used by the people of Yaxley. **Action: the Clerk.**
  - Cllr Burn asked about there being a link in the Yaxley Messenger or on the website to 'Common Concern'.
  - Cllr Hawes offered to undertake the duties of the Village recorder Sec for Suffolk local society.
7. Yaxley Allotments:
- Update on allotment gardens and tenancy agreement.
    - a. Report on the number of vacant plots.

Mark Sano will carry out the work, in the Spring, to prevent weeds growing on the vacant plots.

- b. Applications for Plots.  
No new applications had been received.
- c. Tenancy agreements 2013/2014.  
11 tenancy agreements have been returned.

- Unused plots:  
The vacant plots will be sprayed with weed killer and cut in the Spring.  
The lock on the gate to the allotments had gone missing so Cllr Pawsey had purchased a new lock and changed the combination.

#### 8. Highways Matters:

- a. The use of the road through Yaxley by HGVs.
  - i. HGV petition.  
See above under matters arising.

#### 9. Grant of Power of Dispensation to the Clerk:

- Grant power of dispensation to the Clerk on the matter of the Parish Council's decision on its annual precept: item 10 e. (Advice given by SALC on 3 December 2012.)  
Councillors completed the applications for dispensation to allow them to set the precept for 2014/2015. This application will be undertaken annually.

#### 10. Finances and financial report

- a. Balances on Accounts: 3<sup>rd</sup> January 2014.
  - i. Current Account: £5,233.46p.
  - ii. Deposit Account: £5,559.33p.  
The account balances were noted.
- b. To authorise cheques for signature:
  - i. Clerk's Pay and Expenses: £216.84p
  - ii. Clerk's expenses for use of home as an office: £75.00p.
  - iii. HMRC: £53.96p
  - iv. David Newcombe: £65.00p (1 cut)  
**Resolved**, with all agreed, to approve payment of the accounts presented. Proposed by Cllr Aldous and seconded by Cllr Hawes.
- c. Financial Report to 31<sup>st</sup> December 2013.  
The Clerk reported the income and expenditure to the 31<sup>st</sup> December 2013.
- d. Review of payments:
  - i. Rental by Workwear.
  - ii. For access across the car park of Yaxley Community Centre.
  - iii. For storage of road materials by Suffolk County Council.  
It was agreed unanimously to maintain the level of charges as at 2013 levels. Proposed by Cllr Watts and seconded by Cllr Sano.  
The Clerk will write to Suffolk County Council to ask for greater care to be taken with the lock to the gate to the hard stand.
- e. Budget and Precept for 2014/2015.  
The Clerk had prepared a draft budget which had been circulated to Councillors before the meeting. Following a discussion it was unanimously agreed to maintain the precept at the same level as 2013/2014. Proposed by Cllr Aldous and seconded by Cllr Watts. The decision to do this will be included in the Parish Council's contribution to the Yaxley Messenger.
- f. Receipts.
  - HMRC VAT repayment: £1,603.75p
  - Allotment Rents: £300.00p
  - Burials: £110.00p  
The income was noted.
- g. Projects that the Parish Council may Finance
  - i. Disabled toilets for the Community Hall.

The Chairman reported that he had shown two builders round the Community Centre toilets. It was noted that the architect had not included sufficient detail in the plans for quotations to be drawn up. It was also noted that the Council had already paid the architect £250. One quotation had been received for the work from Joe Vaudrey & Son LTD for £22,410.00p.

It was agreed to form a Committee of Cllrs Aldous, Luff and Hawes to undertake the work to research what grants would be available. Cllr Burn also agreed to investigate what grants were available.

- h. Grass cutting contract for Yaxley Cemetery, well area and by notice board. There was a short discussion of the alternatives and it was unanimously agreed to offer another year's contract to David Newcombe and it was noted that he had maintained his cost at the same level as for 2013/2014.

**11. Cherry Tree Close Working Party.**

Since there has been no further contact with the Legal department of Suffolk County Council, Cllr Watts would phone Shane Hines again for an update on the current situation. Cllr Luff offered to arrange a meeting with Mr Hines. **Action: Cllrs Watts and Luff.**

**12. Review of Risk Assessment.**

The Council's risk assessment had been circulated to Councillors, this included three new documents for volunteers. The main risk assessment was unchanged. They were agreed.

**13. Parish Council matters for publication in the Yaxley Messenger.**

It was agreed to include the following:

- The precept remains the same as for 2013/2014.
- Information from the Police report.

**14. Planning:** To include any applications received after the publication of this agenda.

a. Applications:

- i. Progress Power application – 2 Councillors to attend the meeting on 22<sup>nd</sup> January 2014.

The time of the meeting had still to be confirmed but Cllrs Pawsey and Luff will attend, however if Cllr Luff is unavailable Cllr Aldous will take his place.

b. Planning Decisions:

- i. Approved: None.
- ii. Refused: None.

**15. Play Area:**

a. To receive Play Area Inspection Report.

Cllr Wright reported that there had been no change in the condition of the play area and that it had little use because of the time of year. Cllr Moore agreed to take responsibility for the play area for the next six weeks.

b. Annual Playground Report.

The Chairman will review the report and identify any action needed. **Action: Cllr Pawsey.**

**16. Yaxley Cemetery:**

- a. To consider inspection report – Cllr J Hawes. The memorials were all safe and all is tidy.

**17. To receive Councillor's reports:**

- a. Cllr Burn – EPR. Nothing to report.
- b. Cllr Moore – Yaxley Town Estates Fund.

There was a meeting before Christmas and it had been agreed to give four gifts to those living in the village who had been bereaved.

- 18. A.O.B.** – Any Items raised earlier but not for an extended discussion or decisions and items for inclusion at next meeting on Wednesday 19<sup>th</sup> February 2014.

The Clerk will report the following to the Highways Department of Suffolk County Council:

- Pot holes on Leys Lane, outside the Cherry tree Public House, on Church Lane, Duke's Bridge Lane and on the junction of Eye Road and the Street.
- The white lines at the junction of Eye Road with the A140 had faded.

Meeting closed at 9:30 p.m.

DRAFT