

YAXLEY PARISH COUNCIL

Wednesday 4th November 2015

416.

Minutes of the Meeting of the Parish Council in Yaxley Community Hall on Wednesday 4th November 2015.

Present:

Councillor K Pawsey
Councillor J Moore,
Councillor D Burn,
Councillor A Luff,
Councillor A Watts.

Councillor I Luff,
Councillor C Wright,
Councillor J Hawes,
Councillor R Hall

0 members of the public.

Philip Freeman – Parish Clerk

1. Apologies for Absence.
None.
2. Councillor's Declaration of Interests in Agenda Items.
None.
3. Minutes of Previous Meetings held on 23rd September 2015 and 13th October 2015.
The minutes of the previous meetings were agreed as a true record and were signed by the Chairman, proposed by Councillor Hawes and seconded by Councillor Moore.
4. Matters Arising from the Minutes.
The following items had been actioned:
 - Check situation on building regulations for the toilet refurbishment at the Community Hall. **PF**
 - If appropriate retender for the toilet refurbishment at the Community Hall. **PF**
 - Meeting about grants for the toilet refurbishment at the Community Hall. **KP**
 - Follow up report of flooding by School House/Lyon Cottage on Old Ipswich Road – arrange site meeting with Josh Kerridge if necessary. **PF**
 - Report again the hedge which affects a cyclist using the cycle path to Eye from Yaxley. **PF**
 - Contact Police again about the parking of vehicles on grass verge at junction of Eye Road and the Street by the village notice board. Check the Highway Code. **PF**
 - Write to Mr Hammond about the right of way across the hard stand. **PF**
 - Allotment tenancy agreements for 2015/2016. **PF**
 - Allotment applications. **PF**
 - Delegate to attend the next meeting of Mellis PC to discuss the flashing speed sign. **DB**.
 - Names of new Councillors to be added to the list in the Messenger. **PF**.
 - Book AL on RoSPA course on playground safety. **PF**.
 - Arrange for the removal of the road works signs on the Mellis Road. **PF**
5. Notification of any items of urgent business:
It was agreed that Councillor Moore would attend the Remembrance Day service on behalf of the Parish Council.

Meeting closed at 7.41 p.m.

Public Forum

Report from District Councillor – David Burn:

Councillor Burn made the following points in his report:

- Devolution - Suffolk County Council had made a proposal for devolution but it was considered that the County did not have a large enough population for it to be successful. A new submission had been made which included Norfolk County Council and there would be a decision by the end of March 2016.
- There had been a gathering of businesses organised by Mid Suffolk District Council and Babergh District Council. An event had been arranged called 'Open for Business' which was about regulations that apply to businesses. It was proposed that a business would be assigned a 'Business Account Manager' who would pull together all the necessary information. The aim was to make it as easy as possible for businesses to operate.

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- Councillor Burn highlighted that any bids for locality money had to be made by 8 January 2016. Action: the Clerk.

POLICE REPORT

Crime Stats:

Since your last meeting there has been 1 crime reported to the police. This relates to a Make-Off Without payment from Oaksmere Business Park, whereby offenders have ordered a Pizza to be delivered to the Airfield, collected it but then run off with paying.

Crime Stats, Crime Reduction Information and Press Releases

For all of those that regularly use the internet please visit www.suffolk.police.uk this is the constabulary page where you can find the latest information on what is going on in the county. From this website you can see who your local officers are, look at crime mapping and read about the latest crime reduction advice the constabulary has to offer.

Your Local Safer Neighbourhood Team

Your local team is always willing to assist with crime prevention, and can often assist with inexpensive methods of helping you ensure your property is better secured. Feel free to contact us on the details included in this report with any questions or concerns. For those of you who engage in Social Media, Mid Suffolk Police now have a Twitter account. This is regularly updated with crime prevention advice, crime information, witness appeals and other local policing news. You can access the account at www.twitter.com/@MidSuffPolice. Your local officers are: PCSO 3240 Faulkner & PC 80 Wiggins

6. Correspondence (copies circulated in Correspondence File or with agenda).
- Various documents from SALC
 - Various emails from Suffolk Community Foundation.
 - Town and Parish Council Newsletter.
 - Various emails from the Highways Department of Suffolk County Council.
 - The Local Councillor.
 - Location of grit heaps and bins.
 - Temporary closure of C573 – Old Ipswich Road.
 - Collision Study A140 between A143 to A1120.
 - Letter from Post Office.
 - Enquiry about livestock on the allotment plots.
 - Request for Short stay Stopping Sites for Gypsies and Travellers.
 - Reply to email about building regulations.
 - Complaint about bonfires in gardens.
 - Police Attendance at Meetings.
 - Community Emergency Planning Conference.
 - Wind Turbines Community Fund.
 - Parking in Yaxley – emails from the Police and from Suffolk Police and Crime Commissioner.
 - Email from Stuston Parish Council – speed gun.
 - Email from Josh Kerridge - Flooding on Old Ipswich Road in front of School House/Lyon Cottage.

7. Yaxley Allotments:

Update on allotment gardens and tenancy agreement.

Report on the number of vacant plots.

- There were 17 tenants who had been sent renewals, or new, tenancy agreements. There were 13 vacant plots.
- Applications for Plots: Julie Brooks. Mrs Brooks was a former tenant and it was agreed that she should be sent a tenancy agreement.
- Tenancy agreements for 2015/2016. The deadline to tenancy agreements was 30 November 2015.
- Keeping livestock on allotment plots. The Clerk had received an enquiry about keeping livestock on the allotment plots. This was covered in the tenancy agreement.
- Unused plots: If all the tenancy agreements are renewed there would be 13 unused plots.
- Access across the hardstand rented by Mr Hammond for the storage of fire wood. Nothing to report.

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8. Highways Matters:
- a. Flooding on Old Ipswich Road in front of School House/Lyon Cottage. Update. Nothing to report.
 - b. Suggestion from Mellis Parish Council that Yaxley Parish Council, jointly with Mellis Parish, revisit the proposal about a flashing speed sign.
In the discussion the following points were made:
 - Mellis Parish Council was keen for this to go ahead and wished to install a portable device.
 - A permanent sign would be more secure.
 - This could be a starting point.
 - Mellis Parish Council was investigating the cost of the equipment.
Councillor Burn offered to attend the next meeting of Mellis Parish Council in order to see how far the proposal had progressed.
 - c. Suggestion from Stuston Parish Council that they may be part of a group including Palgrave, Yaxley and Mellis Parish Councils who were in discussion regarding purchase of a shared speed gun to self-monitor speed through the villages.
In the discussion of the proposal from Stassen parish council the following points were made:
 - The proposal from Stuston Parish Council had been received by email to the Clerk. Nothing had been received from Palgrave or Mellis Parish Councils on this proposal.
 - Palgrave Parish Council had received permission to proceed with the installation of a speed sign.
 - It was felt that speeding through Yaxley took place early in the morning or late in the evening and it would be preferable to have a device that was in place permanently.
 - A permanent sign was agreed to be installed in Yaxley. It was agreed that the Clerk should obtain prices for this equipment. **Action: the Clerk.** This was agreed by majority of five in favour, three against and one abstention.
 - Councillor Burn offered to represent the Parish Council on a working group which included Palgrave, Mellis and Stuston Parish councils which would discuss the way forward on the speed gun.
9. Finances and financial report
- a. Balances on Accounts: 28th October 2015.
 - i. Current Account: £9,498.23p.
 - ii. Deposit Account: £5,565.61p.
The bank balances were noted.
 - b. To authorise cheques for signature:
N.B. Cheque signatories to initial cheque stub and invoice.
 - i. Clerk's Pay and Expenses: £353.59
 - ii. HMRC: £69.00p
 - iii. David Newcombe: £65.00p.
 - iv. Yaxley PCC: £156.48p
 - v. Yaxley Community Hall: £156.48p
 - vi. EWFS – stainless steel sleeve: £82.20p
 - vii. Clarkes of Walsham – mortar mix: £23.71p**Resolved**, with all agreed, to approve payment of the accounts presented.
Proposed by Councillor I Luff and seconded by Councillor Moore.
 - c. Receipts:
 - i. Interest: £0.69p
 - d. Request for financial support from Yaxley Messenger.
Nothing to report.
 - e. Other request for financial support:
 - i. East Anglian Air Ambulance.
Following a discussion it was unanimously agreed to make a donation of £50 to East Anglian Air Ambulance. Proposed by Councillor Hawes and seconded by Councillor Watts.
 - f. Projects that the Parish Council may Finance
 - i. Disabled toilets/toilet refurbishment for the Community Hall.
 - o Update on the planning application.

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- Quotations for the work.
Eight local builders had been sent the pack of information and a request for a quotation. A reminder will be sent on 1st December 2015 and the builders will be asked if they intend to quote for the work.
 - Grant application.
Nothing to report.
10. Repairs to Village Sign.
The refurbishment of the post had been completed and the sign was currently undergoing additional work. The stainless steel sleeve was in place.
11. Review of Deeds of Yaxley Community Centre.
Nothing to report.
12. Cherry Tree Close Working Party.
Nothing to report.
13. Closure of the Post Office and Shop in Yaxley.
The following points were made:
- Yaxley had provision for a post office but it did not have to be in a particular building.
 - It will be possible for anyone to make an application to run the post office.
 - The remuneration system for the person running the Post Office had changed and was on a commission basis.
14. Community Emergency Plan.
Councillor I Luff reported:
- He had received the template for the community emergency plan and he was completing it.
 - Mrs Herne from Mid Suffolk District Council have recommended he should consult the plan for Holbrook and he had downloaded various versions.
 - He was going to attend a conference on 13th November 2015.
15. Community led Plan for Yaxley.
Councillor Burn made the following points:
- Mid Suffolk District Council was in the process of producing a community led plan which will include previous versions. It was in draft and would be sent to Parish Councils before it was published.
 - The cost and availability of grants. **Action Councillor Burn.**
 - It was agreed to defer any more discussions until the meetings in February/March 2016. **Action: the Clerk.**
16. Eye Airfield:
- a. Ideas from Individuals and Parish Council on possible applications for Grants from Wind Turbine Fund.
 - There had been approached by John Harvey about a low-level bid. The idea was that there would be a collective application for funding for low-energy lightbulbs. It was agreed not to pursue this idea.
 - Solar powered speed sign: in the discussion of this piece of equipment the following points were made:
 - An assessment would need to be made of where the sign could be located.
 - It would be necessary to contact John Simpson at the Highways Department of Suffolk County Council and Gillian Hilder about funding for solar powered speed sign. **Action: the Clerk.**
 - b. Progress Power Application:
 - i. Compulsory Acquisition Notice.
Nothing to report.
17. Parish Council matters for publication in the Yaxley Messenger.
There were no items for inclusion in the next edition of the Yaxley messenger.
18. Planning: To include any applications received after the publication of this agenda.

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- a. Applications:
 - i. Application No. 3811/15:

Location: Transam Trucking Limited, Castleton Way, Eye, IP23 8EY
Proposal: The approved development is a variation of Condition 2 (Plans and Documents). Change the drawings listed 300798-30-01 and 300798-30-03a instead of drawing numbers 7719-2a and 7719-01D
Following a discussion it was agreed to support the proposal, proposed by Councillor I Luff and seconded by Councillor Watts. Councillor Burn abstained.
- b. Planning Decisions:
 - i. Approved: None.
 - ii. Refused: None.
 - iii. Withdrawn: None.

19. Play Area:

- a. Report on RoSPA training course on playground management and inspection. (Councillor A Luff).

Councillor A Luff had prepared a report on the RoSPA training course she had attended, she highlighted the following:

 - The routine inspection sheets should be kept for 21 years.
 - Insurance cover must be in place to cover the risk to anyone using the play area. It was agreed that the Clerk should contact the insurance company to check that insurance cover was in place. **Action: the Clerk.**
 - It was necessary to be aware of the levels of risk.
 - The level of bark had dropped and needed to be topped up. It was agreed that 10 cubic metres of bark should be ordered, proposed by Councillor A Luff and seconded by Councillor Watts. **Action: the Clerk.**
 - The bark should be turned over every 3 to 4 months.
 - Councillor A Luff will redesign the inspection sheet so that was specific to the Yaxley play area. **Action Councillor A Luff.**
 - It was agreed that a sign with emergency contact numbers should be purchased, proposed by Councillor A Luff and seconded by Councillor Watts. **Action: Councillor A Luff.** The telephone numbers for the sign would be copied to the Clerk.
 - An accident book would be prepared.

Councillors thanked Councillor A Luff for all her work in this area.
- b. To receive Play Area Inspection Report.

Councillor Wright gave the following report:

 - The level of chippings was low and needed to be topped up.
 - A sign needed to be re-erected.
 - The bench needed treatment before the winter.
 - The Annual Report had been considered and a screw on the slide was protruding and needed to be made safe. Councillor Wright offered to continue for the next month.
- c. Annual Play Inspection report.

The following points were made in the discussion:

 - There was a problem with the plywood on the slide that had been replaced earlier this year.
 - It was starting to split apart and maybe defective.
 - It was agreed that the Clerk should contact the person carried out the repair and asked that the problem should be put right. **Action: the Clerk.**

20. Yaxley Cemetery:

- a. To consider inspection report – Cllr J Hawes.

Councillor Hawes reported that all was in order and that the grass was not overly long. However, the hedge behind the memorials needed to be cut back. **Action: the Clerk.**

21. To receive Councillor's reports:

- a. Councillor Burn – EPR.

The next meeting will take place on 3 December 2015.

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- b. Councillor Burn – SALC.
Nothing to report.
- c. Councillor Moore – Yaxley Town Estates Fund.
Nothing to report.

22. A.O.B. – Any Items raised earlier but not for an extended discussion or decisions and items for inclusion at next meeting on 16th December 2015.

The following were reported:

- It was agreed that Councillor I Luff should lay a wreath on Remembrance Day.
- Councillor Burn would prepare a rota for clearing the glass and other rubbish from around the recycling bins. It was agreed that weekly visits would be undertaken.
Action: Councillor Burn.
- Councillor Hall reported that a tree branch was a hazard from the house next to the Cherry Tree Public House. The Chairman agreed to speak to the householder.
Action: Councillor Pawsey.
- Councillor Watts informed the Council that he would be standing down as a Parish Councillor in May 2016.
- Councillor I Luff reported that the white lines at the junction between Castleton Way and Eye Road in Yaxley had faded badly and needed attention. He felt that if an accident occurred it could be attributable to the lack of white lines and the appropriate authorities should be informed. **Action: the Clerk will report this to the Highways Department of Suffolk County Council.**

Meeting closed at 9:35 p.m.

Action Points:

- Agenda items for next meeting: **PF**
 - Bid for grant from District Councillor's Fund.
 - Budget and precept for 2016/2017.
- Meeting to discuss possible group, including Stuston, Palgrave, Yaxley and Mellis Parish Councils, to purchase shared speed gun to self-monitor speed through the villages and/or flashing speed warning sign. **DB.**
- Cost of flashing speed warning sign.
- Contact John Simpson at Highways Department about the site for flashing speed warning sign. **PF.**
- Contact Gillian Hilder at MSDC about grant for purchase of flashing speed warning sign from the Wind Turbine Fund. **PF**
- Reminder to builders about deadline for quotations for toilet project at Yaxley Community Hall. **PF**
- Check insurance cover for play area. **PF**
- Problem with plywood on slide. Contact person who carried out the work. **PF**
- Cut hedge behind the memorials, contact David Newcombe. **PF**
- Rota for tidying around bottle bank. **DB**
- Branch of tree in garden of the house next to the Cherry Tree Public House needs cutting back. Contact the owner of the property. **KP**
- Report that white lines on road at junction of Eye Road and A140 need repainting. **PF**