

YAXLEY PARISH COUNCIL

Wednesday 23rd September 2015

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Minutes of the Meeting of the Parish Council in Yaxley Community Hall on Wednesday 23rd September 2015.

Present:

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

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

0 members of the public.
Philip Freeman – Parish Clerk

1. Apologies for Absence.
None.
2. Cllr's Declaration of Interests in Agenda Items.
 - All Parish Cllrs – Community Hall.
 - Cllr A Luff – allotments.
3. Minutes of Previous Meeting held on 12th August 2015.
The minutes of the previous meeting were agreed a true record and were signed by the Chairman, proposed by Cllr I Luff and seconded by Cllr Hall.
4. Matters Arising from the Minutes.
All items were reported as completed, action points from the last meeting:
 - Explanation in the Yaxley Messenger of how an application for a grant from the funds from the wind turbines may be made. **DB**
 - Book local contractor to cut area of vegetation at Cherry Tree Close. **KP**
 - Meeting about Community Action Plan on 24th August 2015. **PF and IL**
 - Contact Police and Jessica Fleming about the parking of vehicles on grass verge at junction of Eye Road and the Street by the village notice board. **PF**
 - Additional member of the Community Hall Committee to be part of the working party on the project for improvements to the toilets at the Community Hall. **KP**
 - Briefing/guidance paper on Local Plan for Yaxley, to include likely cost, sources of funding and some examples of completed plans. **DB**.
 - Report overgrown hedge and soil affecting the path by the recycling bins. **PF**.
 - Respond to planning applications. **PF**
 - Update councillors on the registration of the allotment land. **PF**
 - The hedge by the cycle track from Eye affects the visibility of the road in the Ipswich direction. This had been reported.
 - There was glass litter by the recycling bins.
 - There had been an acknowledgement of the donation to SARS.
5. Notification of any items of urgent business:
Any Councillor wishing to raise an item of urgent business is asked to give notice of the item.
None.

Meeting closed at 7:42 p.m.

Public Forum

Report from County Councillor Jessica Fleming:

The following points were made:

- Suffolk County Council had expressed interest in devolution:
 - The public sector leaders in Suffolk had met on 5th July 2015.
 - This was a different approach to local government.
 - There had been communication with Norfolk County Council and the Local Enterprise Partnership.
 - There would be a need to recognise two tiers of local government as this was not a unitary proposal.

District Councillor David Burn made the following points:

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- Local government would take greater responsibility for local affairs and how to fund its work.
- This system had started in the North of England and it had now been extended.
- There was a short deadline for implementation
- The NHS was involved.
- There was a proposal to raise more money locally and then to retain it. This would give more flexibility on how it was spent and included any European funding.

Cllr Fleming continued:

- Gypsy and Traveller sites:
 - Those submitted will be assessed against criteria.
 - The A140 and the A143 roads were gypsy and traveller routes.
 - All the sites identified, on the last occasion this was raised, had been withdrawn.
 - They would be short stay sites, of eight pitches, for six weeks.
 - The Chairman asked if the land owned by the Highways Department of Suffolk County Council at the A140 junction with Castleton Way, which had previously been suggested as a site, would be considered this time. Cllr Fleming replied that there had been a call for sites and some had already been suggested.
 - As Suffolk had no sites at present the police could not move gypsies and travellers on if they parked beside the road.
- Broadband:
 - A 2 MB interim solution scheme was available which gave vouchers for satellite connection.
 - Yaxley had a reasonable connection.
 - Cllr Fleming would follow this up.
 - There were 'green' boxes close to the Mellis exchange for the high speed connection.
- Cherry Tree Close: Shane Hines was in the process of resolving issues with Anglian Water about the adoption of Cherry Tree Close.

POLICE REPORT FOR YAXLEY PCM

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

Meeting opened at 8:01 p.m.

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.

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- The Local Councillor.
 - Emails from PCSO Faulkner – parking by junction: there was a discussion of the replies that had been received from the police and it was felt that the Council should reply and question whether it was legal to park on a footpath/grass verge. Following a discussion it was unanimously agreed to again write to the police on this matter having checked the Highway Code. Proposed by Cllr I Luff and seconded by Cllr Watts. **Action: the Clerk.**
 - Neighbourhood Development Plans.
 - Email from Mellis Parish Council.
 - Invitation to RoSPA Training – Basic Playground Management and Inspection.
 - Query about Broadband in Yaxley.
 - Emails about Emergency Planning.
7. Yaxley Allotments:
- Update on allotment gardens and tenancy agreement.
 - a. Report on the number of vacant plots. There were 14 vacant plots.
 - b. Applications for Plots: Richard Childes – Saddlers Cottage, Mellis and Sian Francis - Rose Cottage, Mellis were accepted.
 - c. Tenancy agreements and rent for 2015/2016. It was unanimously agreed to maintain the rent at £30.
 - Unused plots:

It was noted that no weed control was needed on the unused plots.
 - Access across the hardstand rented by Mr Hammond for the storage of fire wood. An approach had been received from Mr Hammond because a friend had requested access across the right-of-way which was rented by Mr Hammond. This was to allow him to store firewood on Mr Hammond's land. It would involve the use of the main gate and access from the A140. It was agreed that the Clerk should write to Mr Hammond and make the following points
 - What is the nature of the business that this person will carry out?
 - How often will this person require access?
 - Does this person need permission, or a licence, to carry out his business?
 - The Parish Council pointed out that the responsibility for the use of the access, by this person, will remain with Mr Hammond.Proposed by Cllr Watts and seconded by Cllr I Luff.
8. Highways Matters:
- a. Flooding on Old Ipswich Road in front of School House/Lyon Cottage. Update. Flooding had occurred recently and had taken more than a day to clear. Cllr Wright had taken a photograph of the flooding and emailed it to the Clerk to be used in a report to the Highways Department of Suffolk County Council. **Action: the Clerk.**
 - b. Suggestion from Mellis Parish Council that Yaxley Parish Council, jointly with Mellis Parish, revisit the proposal about a flashing speed sign. Cllr Luff was of the opinion that there was a speeding problem on the Mellis/Yaxley Road. Cllr Burn made the following points:
 - Palgrave Parish Council had purchased two vehicle activated signs and there had been a problem with the Highways Department of Suffolk County Council over getting them directed.
 - Tim Passmore, the Police and Crime Commissioner, had promised additional money to improve the provision of 'SID' vans.
 - Palgrave Parish Council had been told by the police that there was no suitable place for community speed watch in Palgrave. However, there was interested in any opportunity to share costs on this with another parish.

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9. Finances and financial report
- a. Balances on Accounts: 28th August 2015.
 - i. Current Account: £7,614.87p.
 - ii. Deposit Account: £5,564.92p.
 - b. To authorise cheques for signature:
N.B. Cheque signatories to initial cheque stub and invoice.
 - i. Clerk's Pay and Expenses: £219.90p
 - ii. HMRC: £53.60p
 - iii. David Newcombe: £130.00p.
 - iv. Community Action Suffolk – insurance renewal: £462.10p
 - v. SPS – subscription renewal: £25.00p.
 - vi. ICO - subscription renewal: £25.00p.
 - vii. BDO – audit fee: £36.00p.
 - viii. PH Hammond – cutting foliage in front of Cherry Tree Close: £90.00p
 - ix. SALC - course: £12.00p.

Resolved, with all agreed, to approve payment of the accounts presented.
Proposed by Cllr Watts and seconded by Cllr A Luff.
 - c. Receipts:
 - i. Mid Suffolk District Council - precept: £2,625.00p
 - ii. Mid Suffolk District Council – recycling credits: £312.96p, it was agreed to divide this between the PCC and the Community Hall.
 - d. Review of budget 2015/2016.
The Clerk had prepared a revised budget to reflect the changes in spending necessitated by events during the current financial year:
 - An increase of 25% in the Clerk's pay budget due to additional work.
 - Additional PAYE because of the increase in the Clerk's pay.
 - Budgets amended to the actual cost for insurance, audit fees and the election.
 - As a result, expenditure would be reduced by £122.40p.
 - e. Request for financial support from Yaxley Messenger.
Nothing to report.
 - f. Other request for financial support:
None.
 - g. Projects that the Parish Council may Finance
 - i. Disabled toilets/toilet refurbishment for the Community Hall.
 - o Update on the planning application.
Planning application had been approved.
 - o Quotation for the work.
The following points were made:
 - Only one quotation had been received by the deadline. This had been discussed with Mid Suffolk District Council and Awards for All, it was accepted that applications for grants could be made on one quotation as the Parish Council could show it had been through a tendering process.
 - A grant from Awards for All would be made only for projects of £25,000 including VAT. The quotation for the work, which had been received, exceeded this amount.
 - The Chairman had discussed this with a representative of the builder concerned. and requested a review of the cost.
 - One solution could be to divide the project into parts and request quotations for each part of the project.
 - If the Parish Council contributed a minimum of £5,000 the rest would be obtained from grants.
 - Following a discussion it was agreed to retender the project and to do it on the basis of a new specification which divided the project into parts. It was agreed that the Chairman should discuss this with the architect and ask him to prepare a specification. **Action: the Chairman.**

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- Grant application.
Gillian Hilder, from Mid Suffolk District Council, will meet the working group to discuss how applications could be made for grants.
- 10. Repairs to Village Sign.
The Chairman reported that the stainless steel sleeve had been delivered and Paul Brown will collect the sign, to renovate and clean it, on the Monday following this meeting.
- 11. Review of Deeds of Yaxley Community Centre.
Nothing to report.
- 12. Cherry Tree Close Working Party.
See under the Public Forum.
- 13. Closure of the Post Office and Shop in Yaxley.
Cllr Watts gave an update on the current situation:
 - There were problems finding a suitable leaseholder as each temporary tenant had been unable to purchase the business.
 - A third group was now interested in buying the lease.
 - There had been confirmation that any income from the post office would be paid on a commission basis, not salaried, as this was a new policy for a new post office. It was unlikely that this will be viable at the moment.The Council thanked Cllr Watts for his report.
- 14. Community Emergency Plan.
The following report was made:
 - Cllr I Luff and the Clerk had met and looked at the documentation.
 - Cllr Luff had been booked on courses and would begin the process of completing the documentation.
 - One decision that had to be made was the location of the emergency centre for the village.
- 15. Local Plan for Yaxley.
It was agreed to discuss the Local Plan at the next meeting.
- 16. Eye Airfield:
 - a. Progress Power Application:
 - i. Compulsory Acquisition Notice.
Nothing to report.
- 17. Parish Council matters for publication in the Yaxley Messenger.
It was noted that the names of the two new Parish Councillors had not been added to the list of Councillors in the Messenger. The Clerk will arrange for this to be updated. **Action: the Clerk.**
- 18. Planning: To include any applications received after the publication of this agenda.
 - a. Applications:
None.
 - b. Planning Decisions:
 - i. Approved:
 - Application No. 2337/15: Erection of front toilet extension and alteration to existing village hall at Yaxley Village Hall, Old Ipswich Road, Yaxley.
 - Application No. 2486/15: Demolition of existing outbuildings and erection of new dwelling and garage and erection of new garage to existing cottage (resubmission of 3908/14) at land adj Linden Lea, Mellis Road, Yaxley.
 - ii. Refused: None.
 - iii. Withdrawn: None.
- 19. Play Area:
 - a. To receive Play Area Inspection Report.

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- Cllr A Luff agreed to attend the RoSPA training course on playground management and inspection.
 - Cllr Wright reported that there were no problems on the playground although there would need to be a top up of the bark in the Spring of 2016. He agreed to continue until the next scheduled meeting of the Parish Council.
- b. Annual Play Inspection had been booked.
20. Yaxley Cemetery:
- a. To consider inspection report – Cllr J Hawes.
All the memorials was safe and the grass was still growing.
21. To receive Councillor's reports:
- a. Cllr Burn – EPR.
Nothing to report.
 - b. Cllr Burn – SALC.
A meeting will take place on the day following this meeting.
 - c. Cllr 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 4th November 2015.
- Cllr A Luff reported that the roadwork signs had not been removed following the completion of the work on the Mellis Road. It was agreed that the Clerk should report this. **Action: the Clerk.**
 - Cllr Burn reported that there was a Locality Award, which was a one-off grant, and applications had to be made by 18th January 2016. £5,000 was available and applications could be made from any groups in his constituency.
 - There was broken glass around the recycling bins and a rota was required to clear it. Cllr burn offered to prepare a rota. **Action: Cllr Burn.**
 - Cllr Hall reported that he had attended a useful course, organised by SALC, on planning.

Meeting closed at 10:00 p.m.

Action Points:

- 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**
- Rota to clear glass by recycling bins. **DB**