

Yaxley Parish Council.

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Minutes of the Meeting of Yaxley Parish Council held on 27th January 2016.

Present:

Councillor K Pawsey Councillor R Hall
Councillor J Hawes Councillor J Moore
Councillor I Luff Councillor A Watts
Councillor A Luff
P Freeman Parish Clerk.
Two members of the public.

1. Apologies for Absence.
 - Councillor Wright and Councillor Burn.
2. Councillor's Declaration of Interests in Agenda Items.
 - None.
3. Minutes of the Previous Meeting held on 16th December 2015 and 6th January 2016.
 - The minutes of the previous meetings were agreed as a true record and were signed by the Chairman, proposed by Councillor A Luff and seconded by Councillor I Luff with the following amendments:
16th December 2015:
 - Item 19 ii fourth bullet point, after applicant, added: 'and District Councillor.'
 - Item 20 a. Third bullet point, replaced with: 'A new weekly inspection sheet which had been modified by Councillor A Luff was accepted and the more detailed six weekly sheet would no longer be used.'6th January 2016:
 - Public Forum - Under the following responses were made to questions that were asked: sixth bullet point: 'new' would be replaced by 'old'.
4. Matters arising from the minutes:
16th December 2015:
 - Rota for tidying around the recycling bank. **DB**. Completed.
 - Speed sign documents to be circulated with the correspondence folder. Completed.
 - Email drainage map from Josh Kerridge to Parish Councillors. **PF**. Completed.
 - Arrange meetings for local Parish Council to form a working group to discuss the purchase of a speed gun. **DB**. See Councillor Burn's report.
 - Contact Councillor Fleming about a grant from the Locality Budget. **PF**. Councillor Fleming has indicated that a grant of £2,000 would be made.
 - Review the availability of a grant from the 106 Agreement. **DB**. See Councillor Burn's report.
 - Update in the Yaxley Messenger on the progress with the toilets and that the Parish Council was looking into speed control measures. **PF**. Completed.
 - Preparation of the Parish Council's objection to the planning application for Cherry Tree Close. **PF**. Completed.
 - An additional meeting would be called on 6th January 2016 to consider the application for Sunnyside Cottage. In addition, a request will made to Mid Suffolk District Council for an extension for the Parish Council's comments until 8th January 2016. **PF**. Completed.
 - Make an application for a grant from the Local Fund. **PF**. Completed and a decision was expected during February 2016.

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6 January 2016:

- Contact Rackhams to ask for confirmation of the timescale to complete the work on the disabled toilets/toilet refurbishment for the Community Hall. **PF.** Completed.
- Letter of confirmation to be sent to Rackhams if the timescale was satisfactory. **PF.** Completed.
- Submit the Parish Council's objections to the application for Sunnyside Cottage to Mid Suffolk District Council by the deadline of 8th January 2016. **PF.** Completed.
- Write to the Police and Crime Commissioner about the parking problem at the junction of Eye Road and the Street. **PF.** Completed.
- Report various potholes. **PF.** Completed.

5. Notification of any urgent business.

- Letter about the War Memorial.

Public Forum.

Meeting closed at 7:55 p.m.

- County Councillor's report:
 - **Highways and Rights of Way** – We are still waiting on the Final report for the A140 safety review by AECOM which will guide any new improvements needed between the A143 and Stonhams.
 - **Waste & Brome Recycling Centre** - The previous operator has closed the site and it will remain closed until further notice. The County Council is supporting Mid Suffolk District Council in looking into options for re-opening the site in the future. Until that time residents should use alternative sites, refer to <http://www.greensuffolk.org/recycling/HWRC/> or in Norfolk such as Morningthorpe http://www.norfolk.gov.uk/Environment/Waste_and_Recycling/Recycling_Centres/Opening_times/index.htm
 - **Community Transport** – Following the recent re-tendering process by Suffolk County Council new services will commence in June 2016 provided by established community based organisations. Contracts will cover the various local authority areas in Suffolk, the new contract holders and sub-contractors will be announced shortly along with further details over the next few weeks.
 - **Future of Specialist Education – Survey and Consultation** - Residents are invited to offer their views on a range of options for specialist educational for children and young people with special needs. An information pack is available on the Council's website at: www.suffolk.gov.uk/consultation. From here you can also complete the online survey. The options review is open until 7 February 2016. This review will be followed by a formal six week consultation in March.
 - **Broadband** - Premises still unable to receive more than 2 MEB/sec may be eligible for a voucher for satellite cover. Refer to <http://betterbroadbandsuffolk.com/>
- Police Report:

The only change to previous reports was:

Crime Statistics

Since the beginning of December there have been 2 crimes reported to the Police. We will not provide information for these.
- District Councillor's Report:

At its meeting last week MSDC resolved to adopt the Community Infrastructure Levy charging schedule, having received approval from the Inspector; it will come into effect on 1 April this year.

Meeting reopened at 8.00 p.m.

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6. Correspondence received.

- Various documents from SALC.
- Various emails from Suffolk Community Foundation.
- Town and Parish Council Newsletter.
- Various emails from the Highways Department Suffolk County Council.
- Clerks and Councils Direct.
- Suffolk View.
- Receipt of precept form.
- Suffolk Change Team.
- Creative Internship Scheme.
- Locality Budget.
- Suffolk Change Team - letter from Clare Town Council.
- Suffolk Fire and Rescue Service - Integrated Risk Management Plan.
- Rackhams.
- Mr and Mrs Manning - objection to planning application number 3778/15.
- Acknowledgement of bid for the Locality Award.
- Mrs Plumb - query about planning application for Cherry Tree Close.
- Community magazine printing.
- Cost of building control function.
- British Red Cross.
- Joint Emergency Planning Unit - Peer Review.
- Stuston Parish Meeting - speed gun.
- Suffolk Flood and Coast News.
- Big Lottery Funding Event.
- Acknowledgement of letter about parking in Yaxley.

7. Yaxley Allotments:

- Update on allotment gardens and tenancy agreement.
 - a. Report on the number of vacant plots.
There were 18 vacant plots.
 - b. Applications for plots: None.
 - c. Tenancy agreements for 2015/2016.
11 tenancy agreements had been returned.
 - d. Rats on the allotments - plan for control.
Nothing to report.
- Unused plots:
There were a number of derelict sheds on vacant plots. Councillor I Luff offered to identify the number of each plot. The Clerk will then write to the last tenant, and give a deadline for the removal of the shed, and explain that if no action were taken, then the sheds will be removed by the Parish Council. **Action: Councillor I Luff and the Clerk.**
- Access across the hard stand rented by Mr Hammond for the storage of firewood.
Nothing to report. This item will be removed from the agenda. **Action: the Clerk.**

8. Highway matters:

- a. Flooding on Old Ipswich Road in front of School House/Lyon Cottage. Update.
A letter to Councillor Burn, which he had received from Josh Kerridge of the Highways Department of Suffolk County Council had been circulated to Councillors. An explanation was given that the ditch had been filled, without any pipe, and therefore it floods.
- b. Update on possible group, including Stuston, Palgrave, Yaxley and Mellis Parish Councils, to purchase shared speed gun to self-monitor speed through the villages and flashing speed warning sign.
 - It was agreed to defer any discussion of this until the next meeting. The following update had been received from Councillor Burn.
 - I have continued to discuss the possibilities with all the parish councils in Palgrave Ward and with Mellis.
Although I had thought a meeting of representatives from all the councils would be beneficial I haven't yet felt that it would add any value to the individual discussions. Reading through the notes below suggests that Palgrave is our most

likely partner. If we need others there is no reason why we should not approach parishes in neighbouring wards.

- - Thrandeston are unlikely to have a suitable site for operating a speed gun;
 - Brome & Oakley think their money is best spent on two or three vehicle-activated signs; they are also less than enthusiastic about the possibility of villagers 'policing' their neighbours.
 - Stuston has recently done considerable research on Community Speedwatch (CS) without first letting me know that they were interested, even though I mentioned it at their last parish meeting. The matter will be discussed at their next meeting on Wednesday but the problem is that although they have money to spend, what they can spend it on, as a parish meeting, is very limited and is unlikely to extend to setting up a CS. In order to do so they may have to apply to MSDC to have their powers extended. More on this after Wednesday.
 - Palgrave are investigating possible locations for CS; this is in addition to the VAS that they are already committed to.
 - Mellis are pinning their hopes on a portable VAS; they might be interested in CS but the last time they considered it they failed to muster enough volunteers and fear that the situation hasn't changed; like B&O, they have concerns about the effect catching local people might have on village relationships.
 - It was agreed that the Clerk should follow up his email to the Highways Department of Suffolk County Council about a possible location for a speed sign.
Action: the Clerk.
 - The Clerk will circulate details of the cost of a permanent speed sign and solar panels. **Action: the Clerk.**
- c. Parking on junction by Eye Road and old Ipswich Road/The Street, Yaxley.
The following report had been received from Councillor Burn:
The Police and Crime Commissioner, Tim Passmore, e-mailed me last Saturday (at his request I had sent him photos of the unsatisfactory parking at the Eye Road junction) to say that he would ask the local police to report back to him on Monday (25th Jan) about it. The subject had cropped up incidentally whilst I was talking to him last week; his reaction was that the parking was unacceptable – but he's not a policeman!
- An acknowledgement had been received to the Clerk's letter to Mr Passmore.

9. Finances and financial report.

- a. Balances on Accounts: 24th December 2015.
 - i. Current account: £8,007.25p.
 - ii. Deposit account: £5,566.30p.The Clerk had distributed bank reconciliation spreadsheets and a copy of the Parish Council accounts to Councillors.
- b. To authorise cheques for signature:
N.B. Cheque signatories to initial cheque stub an invoice.
 - i. Clerk's Pay and Expenses: £321.74p
 - ii. Clerk's expenses for use of home as an office: £75.00p.
 - iii. HMRC: £79.20p.
 - iv. Authorisation of payment to MSDC for building regulations the work on Yaxley Community Hall: £687.00p. It was noted that the architect was completing the application for building regulations.
 - v. Hire of Yaxley Community Hall: £251.00p (Payment for 2014 and 2015).
 - vi. David Newcombe: £65.00p**Resolved**, with all agreed, to approve payment of the accounts presented.
Proposed by Councillor Hawes and seconded by Councillor A Luff.

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- c. Receipts:
 - i. Allotment rents: £60.00p
 - ii. Access across car park of Yaxley Community Hall – Mrs AE Shea: £100.
 - iii. Storage of road making materials on the hard stand of the Yaxley allotments - Kier MG Ltd: £525.00p
 - d. Request for financial support from the Yaxley Messenger.
 - Nothing to report.
 - e. Other requests for financial support: None.
 - f. Asset Register.
 - The Asset Register had been circulated to Councillors to be reviewed at this meeting. It was agreed with no changes.
 - g. Projects that the Parish Council may Finance.
 - i. Disabled toilets/toilet refurbishment for the Community Hall.
The following report was given:
 - The working party had met.
 - Councillors A Luff and I Luff had completed the application for a grant to Awards for All. Following a discussion it was agreed to submit the application to Awards for All, proposed by Councillor Pawsey and seconded by Councillor Watts.
 - It was agreed that the Clerk should contact Rackhams for a written commitment to the project now that a letter had been sent awarding the contract and for formal acceptance of the work. **Action: the Clerk.**
10. Review of Risk Assessment.
- The Risk Assessment had been circulated to Councillors and was agreed with no changes.
11. Review of Standing Orders and Financial Regulations.
- The Standing Orders and Financial Regulations had been circulated to Councillors and were agreed with no changes.
12. Review of Deeds of Yaxley Community Centre.
- Nothing to report.
13. Cherry Tree Close Working Party.
- Nothing to report.
14. Community Emergency Plan:
- a. Composition of Yaxley Community Emergency Management Team.
It was agreed to approve the plan in sections.
Part one: Emergency Management Team - page 8:
 - Four officers and other members of the Parish Council would be required.
 - Chair, Vice-Chair, Emergency Planning Officer and Community Officer.
 - Their contact details will be sent to Suffolk County Council.
 - Flowchart:
 - This could be implemented by any two members and with the permission of the Local Authority to ensure that insurance cover was in place.
 - The Community Hall would be the default location for the community to use.

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- Local farmers would be approached for equipment to help with the implementation of the plan.

Councillor I Luff will email the plan to Councillors once he had been through the scenarios. **Action: Councillor I Luff.**

15. Community Led Plan for Yaxley - next meeting.

Report from Councillor Burn:

The Planning Policy team at MSDC has recently released a new guidance document on community-led planning; I presume it will be circulated to parish councils in due course but it will be useful information when we discuss this topic at the March meeting so I have attached a copy to this e-mail. Please read it before the meeting.

- It was noted that the plan was for guidance only and Mid Suffolk District Council could overrule it if there was a planning need.

16. Eye Airfield:

- a. Applications for Grants from Wind Turbine Fund.
 - It was noted that there were limited areas for applications.
- b. Progress Power Application:
 - i. Compulsory Acquisition Notice.
Nothing to report.

17. Parish Council matters for publication in the Yaxley Messenger.

None.

18. Planning:

- a. Applications:
 - i. Application number 4028/15:
Location: Land off Cherry Tree Close: application for outline planning permission for direction of 15 new dwellings.
 - Nothing to report.
 - ii. Application number 3778/15
Location: Sunnyside Cottage, Church Lane, Yaxley, IP 23 8BU.
Proposal: Minor material amendment to implemented planning permission 1402/04 ('Erect two storey dwelling and attached cart lodge using existing vehicular access ') to reduce the extent of demolition in order to allow creation of annex (a reduced size of approved cart lodge).
 - Nothing to report.
- b. Planning decisions:
 - i. Approved: None.
 - ii. Refused: None.
- c. Withdrawn:
 - i. Application number 3356/15 - the Guildhall, Old Ipswich Road, Yaxley, IP23 8BS.

19. Play area:

- a. To receive Play Area Inspection Report.
 - Councillor Wright reported that there were no problems in the Play Area and he was happy to continue for the next period. The sign showing emergency telephone contact numbers had been put up.
- b. Annual Play Inspection Report.
 - The Clerk reported that he had chased up the repair to the wood on the slide. He would again remind the contractor. **Action: the Clerk.**

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20. Yaxley Cemetery:

- a. To consider inspection report - Councillor J Hawes.
 - All was in order and Councillor Hawes had checked the area on the Monday before this meeting. A memorial that was leaning slightly was safe.
- b. Quotation for cutting grass at Yaxley Burial Ground, the Well Seat and by the village sign, and the hedge twice each year: £70 per cut (an increase from £65) for 9 cuts per year.
 - It was agreed to award the contract for a further year to David Newcombe and to arrange for a tendering process to be carried out for 2017. Councillor Hawes will send the Clerk the contact details of the contractors from Mid Suffolk District Council. **Action: Councillor Hawes.**

21. To receive Councillor's reports.

- a. Councillor Burn – EPR.
 - Nothing to report.
- b. Councillor Burn – SALC.
 - Nothing to report.
- c. Councillor Moore - Yaxley town Estates fund.
 - There had been a meeting where it had been agreed to send presents to three people in the village who had been ill. Three thank you letters had been received.

22. AOB - Any items raised earlier but not for an extended discussion or decisions and items for inclusion at on 9th March 2016.

- a. Letter about the War Memorial
 - The Clerk reported that he had received a letter from historic England about the will in Yaxley. The war Memorial had previously been the responsibility of the War Graves commission. Following a discussion, to acknowledge and explain and only a clean was required.
- b. Defibrillator:
 - Councillor Hall raised the issue of defibrillator for the village. Was a short discussion.
- c. Councillor Watts reminded the Parish Council that the next meeting will be his last as a Parish Councillor in Yaxley.
- d. Picket fence by Cherry Tree Close was in need of repair:
 - Councillor I Luff reported that repair of the fence was the responsibility of the developer. Councillor Watts agreed to find the contact details of the developer so that the Clerk could contact him about repairing the fence.
Action: Councillor Watts and the Clerk
- e. It was agreed to send a letter of thanks to Ian Muir for his work on the Yaxley website.
Action: the Clerk.

Meeting closed at 9:18 p.m.

Action Points.

- Check to be made of the vacant allotment plots where sheds are derelict. **IL.** Write to the last tenant and give a deadline for the removal of the shed or it will be removed by the Parish Council. **PF.**
- ~~Location for speed sign follow up with the Highways Department of Suffolk County Council. **PF.**~~
An application form needs to be completed and sent to the local highways engineer.
- ~~Cost of permanent speed sign. **PF.**~~

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Signed: _____

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All the speed signs in the catalogue can be permanent or mobile. Those on pages 8 to 12 are heavy and more suited to a permanent position. (I've attached the catalogue and price list.)

- ~~• Contact Rackhams about their commitment to carry out the building work. **PF.**
I've received confirmation from Rackhams that they will carry out the work.~~
- Quotations in 2017 for cutting the grass at Yaxley Cemetery, the Well Seat and the village notice board. **PF.**
- ~~• Reply to letter from Historic England – little needs to be done to the War Memorial, just to be cleaned up. **PF.**
Email sent to Historic England.~~
- The PC meeting on 9th March 2016 will be Cllr Watts' last meeting as a parish councillor. **PF.**
- The picket fence between Acorn House and Cobden Cottage has deteriorated and needs to be repaired. Cllr Watts will find email address of the developer and sent to PF. **AW.** Email to be sent to the developer requesting that the fence is repaired. **PF.**
- ~~• Letter of thanks to Ian Muir for his work on the village website. **PF.**
Letter of thanks sent to Ian Muir.~~

Bullet points that have been crossed out have been actioned. Notes on the action are in red.

Signed: _____

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Date: _____

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