**Minutes of the Meeting of Yaxley Parish Council held on 3rd October 2018**

**at 7.30 p.m.**

**Present:**

Councillor A Luff Councillor I Luff

Councillor R Hall Councillor B Feaver

Councillor J Moore Councillors Hawes

District Councillor D Burn.

County Councillor Fleming

P Freeman Parish Clerk.

One member of the public.

1. Apologies for Absence.

* Councillors Pawsey and Councillor Fisher.

1. Councillor’s Declaration of Interests in Agenda Items.

* None.

1. Minutes of the Previous Meetings held on 18th July 2018.

* The minutes of previous meeting were agreed as a true record and were signed by the Chairman, proposed by Councillor Hawes and seconded by Councillor Moore.

1. Matters arising from the minutes:

**Action Points:**

Notes on the action are in red.

* + Application to the Locality Budget for the work on the Cemetery. **Action: The Clerk.** Councillor Burn said that he could make no commitment to fund this work.
  + Warning sign for the gate to the allotments. **Action: The Clerk.** Completed
  + Obtain quotes to clear and tidy the allotments. **Action: The Clerk.** Contacted potential contractors.
  + Ask Councillor Fleming for financial support (£1,400) for the purchase of an additional SID. **Action: The Clerk.** Email sent. A post, opposite the one which currently has the Speed Indicator Device, has been stolen and since it was the least useful there was no need for it to be replaced.
  + Contact Councillor Fleming about what stage has been reached on the parking restrictions at the T-junction of The Street and Eye Road. **Action: The Clerk.**
  + Continue to cut all footpaths. **Action: The Clerk.** Completed
  + Piece for the Messenger on the work of the Parish Council. **Action: The Chair.** Completed
  + Contact a company about the mat under swings. **Action: The Clerk.** Completed
  + Contact the people on the Emergency Plan for permission to hold their data. **Action: The Clerk.**
  + Contact Mr Kemp about a quote for work on the cemetery. **Action: The Clerk.** Completed
  + Report potholes opposite the entrance to the Community Hall and collapsing inspection cover opposite the recycling bins. **Action: The Clerk.** Completed.

1. Notification of any urgent business.

* None.

**Public Forum.**

**Mr Mills:**

* He complimented the Chairman on his piece about the Parish Council in the Yaxley Messenger.
* He has, with his partner, undertaken some tidying work on the allotments and he is happy to undertake some upkeep of the site. This could include grass cutting in the future.
* The Chairman thanked Mr Mills for his help with this and explained that the unused areas will be cleared in future and maintained by the Parish Council.

County Council Report by County Councillor Jessica Fleming, Hartismere Division, Suffolk

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**Opportunity to Comment on Suffolk Design Guide** – The Suffolk Design Guide is being updated and the Council invites members of the public to comment. The [**survey**](https://www.suffolkdesign.uk/) closes on Wednesday 31st October, it asks people to say what they do and don’t like about the way Suffolk is currently built, from its public buildings to street lighting. Information and a link to the survey and can be found on <https://www.hemingwaydesign.co.uk/suffolk-design-guide/>

**Beccles Southern Relief Road Opens** - The new 2km long route from London Rd (A145) to Ellough Rd (C969) was officially opened by Vice Lord Lieutenant of Suffolk, Robert Rous on September 25th. The road was built by Jacksons Civil Engineering on time and in budget for the main purpose of reducing HGV’s in Beccles by providing an alternate route around the town.

**Schools Application Deadline** - The deadline for applications to secure a place at a Suffolk secondary school for 2019/ 20 is 31st October 2018. For primary schools it is 15th January 2019. Secondary schools include high and upper schools and primary schools includes infant, junior and middle schools. Note that the new school transport policy offering service for new students only to the nearest suitable school will commence in September 2019. More information about the changes is available at[**www.sufffolk.gov.uk/admissions**](https://www.suffolk.gov.uk/children-families-and-learning/schools/school-places/)

**Parking Restriction on The Street** - Suffolk Highways is currently consulting statutory consultees about introducing a new ‘no parking at any time’ restriction for 47m on The Street / Old Ipswich Road, Yaxley south of Cherry Tree Close opposite Eye Road. This phase ends on 15th October.

* The consultation with the statutory consultees on the new no parking zone at the T-junction in the village was in the process of being completed.
* There were no questions.

District Councillor David Burn:

* This year is the 100th anniversary of the Armistice at the end of World War I. Oak trees are available to plant as a memorial, and in Debenham a row of 8 with a seat will be a commemorative area.
* Funding for the cemetery from the Locality Budget could be available since the wording for applications is fluid. Councillor Burn will follow this up. **Action: Councillor Burn.**
* Wind Turbine Fund: Yaxley’s share will amount to £8,000. The criteria for bids to the Fund will be considered at the next meeting. Councillor Burn will supply the criteria for an application. **Action: Councillor Burn.**
* In response to question Councillor Burn agreed to follow up any funding that will be available to Yaxley from the chicken processing factory.
* There was a short discussion of the impact of this plant on the village.
* Jo Churchill MP has asked the owners of the chicken processing factory to instruct hauliers not to use the road through Yaxley and Mellis to join the A143. However, there will be instances when this road will be used because of traffic congestion on the A140 and Councillor Fleming offered to follow up this issue. **Action: Councillor Fleming.**

1. 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.
* The Local Councillor.
* Burglary to allotment shed.
* End of Term Report News snippet in Parish Magazine.
* Scam Mail.
* Gambling Act 2005: Statement of Principles Revision.

1. Yaxley Allotments:

* Update on allotment gardens and tenancy agreement.

1. Report on the number of vacant plots.
   * + - There are 22 vacant plots at present.
2. Agree fee for tenancy agreements for 2018/2019.

* It was agreed to maintain the fee for the tenancy at £30 per annum, proposed by Councillor Hawes and seconded by Councillor A Luff.
* Unused plots:
  + See above.
* Water supply to the allotments.
  + Nothing to report.
  + The hedge by the entrance to the allotments has been cut back.

1. Highway matters:
   1. Meeting with Highways:
      1. Consultation on parking restrictions at the T-junction of the Street and Eye Road.

* See above.
  + 1. Pedestrians, including young children, using Mellis Road at peak times.
* It would be helpful if there was a survey of the traffic using the Mellis Road.
  + 1. Review of the effectiveness of the current Speed Indicator Device and the possible purchase of another. Response from Councillor Fleming.
* It was agreed that the Clerk should order the Speed Indicator Device. **Action: the Clerk.**

1. Finances and financial report.
   1. Balances on Accounts: 28th August 2018.
      1. Current account: £5,549.32.
      2. Deposit account: £5,575.60

* The bank balances were noted.
  1. Financial report and bank reconciliation.
     + Detailed accounts had been given to Councillors, which recorded all items of income and expenditure, and compared them to the budget. The spreadsheet also showed both as a percentage of the budget.
     + The accounts were to the date of this meeting and included a bank reconciliation for both accounts.
     + There were no questions from Councillors.
  2. To authorise cheques for signature:

N.B. Cheque signatories to initial cheque stub and invoice.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Payee** | **Details** | **Cheque Number** | **Amount** | **Power** |
| P Freeman | Clerk’s Pay and Expenses | 101144 | £214.14 | LGA 1972 S112 |
| HMRC | PAYE | 101145 | £53.40 | LGA 1972 S112 |
| David Newcombe | Grass cutting | 101146 | £70.00 | LGA 1972 S111 |
| Dissigns | Sign for gate to the allotments | 101147 | £25.20 | LGA 1972 S111 |
| Business Services at CAS Ltd | Insurance Premium | 101148 | £528.56 | LGA 1972 S111 |
| David Newcombe | Grass cutting | 101149 | £70.00 | LGA 1972 S111 |
| CAS | Website | 101150 | £60.00 | LGA 1972 S111 |

* It was unanimously agreed to pay the invoices listed above, proposed by Councillor Hawes and seconded by Councillor Hall.
  1. Requests for financial support: none.
  2. Receipts:
     1. MSDC Recycling Credits: £362.65
     2. Ms AE Shea – access across the Community Centre car park: £100.00.

1. Yaxley Community Centre:

* A copy of the Yaxley Community Centre constitution had been sent to the Clerk.
* It had been circulated to Councillors and they were asked to respond with any points they wished to have amended.
* There was short discussion of the Constitution.
* There was concern about vehicles using the car park at night and there was a suggestion that a closed-circuit television system and lights could be set up.

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

* There were no items for the Yaxley Messenger.

1. General Data Protection Regulation.

* Nothing to report.

1. Planning:
   1. Applications: none
   2. Applications – no decisions to date:
      1. Application for Discharge of Conditions - DC/18/02041

Proposal: Approval of details reserved by Requirement 18 pursuant to The Progress Power (Gas-Fired Power Station) Order 2015 (S.I. 2015/1570) as amended (1470/13)

Location: Progress Power, Eye.

* + 1. Application: DC/18/02639

Proposal: Approval of details reserved by Requirement 7 pursuant to The Progress Power (Gas Fired Power Station) Order 2015 (S.I 2015/1570)

Location: Progress Power, Eye,

* + 1. Application: DC/18/02693

Proposal: Approval of details reserved by Requirement 11 pursuant to The Progress Power (Gas Fired Power Station) Order 2015 (S.I 2015/1570)

Location: Progress Power, Eye,

* + 1. Application: DC/18/02041

Proposal: Approval of details reserved by Requirement 18 pursuant to The Progress Power (Gas Fired Power Station) Order 2015 (S.I 2015/1570)

Location: Progress Power, Eye,

* + - * Nothing to report.
  1. Planning decisions:
     1. Approved:
     + Application number – DC/18/03226

Location: The Lodge, Hall Lane, Yaxley, IP 23 8BY.

Proposal: Installation of window to gable end for loft conversion

* + 1. Refused: none
    2. Discharge of Conditions: none
  1. Withdrawn: none.
  2. Appeal by:
     1. Planning Appeal - AP/18/00035 - Land Off, Cherry Tree Close, Yaxley, Eye Suffolk IP23 8DH

1. Play area:
   1. To receive Play Area Inspection Report.

Councillor Hall reported the following:

* + - * The top of the bank on the right-hand side was eroding and the retaining boards needed some work.
      * The hedge will need cutting back in the Spring of 2019.
      * The Clerk will contact RJT Maintenance about work on the play area. **Action: The Clerk.**
      * The bar on the climbing frame may need tightening and the bench should be varnished.
  1. Annual Play Inspection Report.
* Nothing to report.

1. Yaxley Cemetery:
   1. To consider inspection report - Councillor J Hawes.

* All the memorials were safe, but one needed to be made more secured. The Clerk will follow this up. **Action: the Clerk.**
* The grass and the hedge had been cut.
  1. Quotation for work on the cemetery.
* The Clerk will contact potential contractors to carry out the work. **Action: The Clerk.**

1. To receive Councillor’s reports.
   1. Councillor Luff – EPR.

* Nothing to report.
  1. SALC.
* Nothing to report.
  1. Councillor Moore - Yaxley Town Estates Fund.
* Nothing to report.

1. AOB - Any items raised earlier but not for an extended discussion or decisions and items for inclusion at the meeting and Annual Parish Meeting on 14th November 2018.

* None.

Meeting closed at 9:00 p.m.