**Minutes of the Annual Meeting of Yaxley Parish Council, held on 6th June 2018, following the Annual Parish Meeting.**

**Present:**

Councillor A Luff Councillor J Hawes

Councillor B Feaver Councillor R Hall

Councillor J Moore Councillor C Wright.

District Councillor D Burn.

County Councillor J Fleming.

P Freeman Parish Clerk.

No members of the public.

1. Election of Officers:
   1. To elect a Chairman of the Council

* The Clerk took the chair for this item.
* Councillor I Luff was elected as Chairman of the Council, proposed by Councillor Hall and seconded by Councillor Moore.
  1. To receive the Chairman’s declaration of acceptance of office or, if not then received, to decide when it shall be received.
* The Chairman’s declaration of acceptance of office will be completed at the next meeting.

In the absence of Councillor I Luff the Vice-Chairman took the chair.

1. To elect a Vice-Chairman of the Council.

* Councillor J Moore was elected as Vice-Chairman of the Council, proposed by Councillor Hall and seconded by Councillor Hawes.

1. Apologies for Absence.

* Councillor I Luff, Councillor M Fisher and Councillor K Pawsey.

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

* None.

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

* The minutes of the previous meeting were agreed as a true record and were signed by the Chairman, with the following amendment: Councillor I Luff seconded the payment of invoices at the last meeting.

1. Matters arising from the minutes:

**Action Points:**

Notes on the action are in red.

* + Respond to the planning applications listed on the agenda. **Action: The Clerk.** Completed
  + Follow up online banking. **Action: The Chair and the Clerk.**
  + Follow up Neighbourhood Watch. **Action: The Clerk.** Completed
  + Respond to cancellation of bus service through Yaxley. **Action: The Clerk.** Completed
  + Report pot holes on railway bridge and contact Jessica Fleming, John Simpson, Dan Poulter MP, SALC and Jane Storey – Cabinet Member about the state of the roads locally. **Action: The Clerk.** Completed
  + Piece in the Messenger about pot holes and how to report them. **Action: The Clerk.** Completed
  + Road sign on Maple Close. **Action: The Clerk.** Completed
  + Ian Luff to send information on Emergency Plan to the Clerk. **Action: Cllr I Luff and the Clerk.**
  + Follow up swing seat replacement. **Action: The Clerk.** Completed. Councillor Feaver fitted the new seats to the swings.
  + Bin on play area to be put securely in place. **Action: Cllr Hawes.** Councillor Hawes had secured the bin in place.
  + Standing orders to be updated. **Action: The Clerk.**
  + Write to those allotment holders who have not responded to tenancy agreements. **Action: The Clerk.** Completed
  + Repair to seat at T Junction. **Action: The Clerk.** Completed

1. Notification of any urgent business.

* None.

Meeting closed at 8:15 p.m.

**Public Forum.**

County Councillor Fleming:

* Reminded everyone of Suffolk Day on 21st June 2018, several events had been organised and Suffolk County Council was seeking to recruit on call firefighters.

Meeting reopened at 8.20 p.m.

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.
* Funding for first time central heating systems.
* Community Infrastructure Levy.
* Alternative Visitor Information Workshops.
* One Council Update.
* ‘Your Police Your Say’ Meetings.
* Return to Learn - UEA Art And Humanities Undergraduate Open Evening.
* MSDC Report April 2018 and Appendices for CIL expenditure.
* Withdrawal of the Galloway bus services for 56 and 459 between Stowmarket, Stowupland, Eye and Diss.
* Police Connect.
* Neighbourhood Watch.
* Post 16 Travel Policy Statement 2018/2019.
* Allotments - Water. Councillor Moore will fill up the water bowser.
* SNT Newsletter.
* Crime Figures.
* Letter from Eye Town Council.

1. Yaxley Allotments:

* Update on allotment gardens and tenancy agreement.

1. Report on the number of vacant plots: 23.
2. Tenancy agreements for 2017/2018: nothing to report.

* Unused plots:
  + it was agreed that the Clerk would arrange for Mr Sano to spray the unused plots with herbicide.
  + In addition, the Clerk will advertise the vacant allotments in the Yaxley Messenger. **Action: the Clerk.**

1. Highway matters:
   1. Meeting with Highways:
      1. Parking restrictions at the T-junction of the Street and Eye Road - consultation.

* It was agreed the Clerk would arrange for a noticed of the consultation and the plan to be published in the Yaxley Messenger with a deadline for replies by 31st July 2018. **Action: the Clerk**.
* The white lines in the middle-of-the-road in front of the Cherry Tree Public House had not been repainted following the recent work on the road surface. The Cler4k will follow this up with the Highways Department of Suffolk County Council. **Action: The Clerk**.
  + 1. Pedestrians, including young children, using Mellis Road at peak times.
    - Nothing to report.

1. Finances and financial report.
   1. Balances on Accounts: 25th May 2018.
      1. Current account: £6,649.99.
      2. Deposit account: £5,572.82
      * The bank balances were noted.
   2. Financial report and bank reconciliation.
      * The Clerk had circulated a summary of the accounts for 2017/2018 and they were agreed.
   3. Online banking.
      * Nothing to report.
   4. 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 |  |  | £245.63 | LGA 1972 S112 |
| HMRC | PAYE |  |  | £60.80 | LGA 1972 S112 |
| David Newcombe | Grass cutting x 2 |  |  | £140.00 | LGA 1972 S111 |
| Mr Tubey | Repairs to seat by the T-junction of high Road and the street. |  |  | £120.00 | LGA 1972 S111 |
| Councillor a Luff | Padlock |  |  | £16.95 | LGA 1972 S111 |
| Action Play & Leisure | Swing seats x 2 |  |  | £105.76 | LGA 1972 S111 |

* + - it was unanimously agreed to pay the invoices listed above, proposed by Councillor Wright and seconded by Councillor Hawes.
  1. Requests for financial support: SARS.
     + It was agreed to donate £50, proposed by Councillor Hall and seconded by Councillor Wright.
  2. Receipts: Burial - £180.00
     + This income was noted.

1. Neighbourhood Watch.
   * + Nothing to report.
2. Yaxley Community Centre:
   1. Agreement.
      * The agreement had been signed by the Community Centre Committee and returned to the Clerk.
      * The date of the agreement had been added to the agenda for the Annual Parish Meeting as a reminder for the future.
3. Parish Council matters for publication in the Yaxley Messenger.

* Vacant allotments.
* The voluntary bus services.
* The consultation on parking at the T junction of Eye Road and the Street.

1. General Data Protection Regulation.

* The privacy notices had been completed.
* Permission letters had been sent to the allotment holders.
* A letter will be sent to parishioners through the Yaxley Messenger allowing them to opt in to the circulation list for information from the Parish Council.

1. Emergency Plan - update.

* The food store will be moved to the Community Centre.

1. Planning:
   1. Applications:
      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.

* + - It was agreed to make no comment.
    1. Application for Planning Permission - DC/18/02304

Proposal: Householder Planning Permission - direction of single story extension garage. And

Location: Conifers, Mellis Road, Yaxley, Eye Suffolk IP23 8DB

* + - it was agreed to make no comment.
  1. Applications – no decisions to date:
     1. Application: DC/18/01445

Proposal: Householder Planning Application - Erection of side extension

Location: Willow Lodge, Old Ipswich Road, Yaxley, Eye Suffolk IP23 8BX

* 1. Planning decisions:
     1. Approved:
        + Application Number: DC/17/05666 Proposal:

Planning Application - Erection of a new processing facility, waste water treatment plant and gatehouse with associated car park and service yards, two vehicle access points, drainage swale and landscaping.

Location: Land to the South of Eye Airfield and East of the A140.

* + - * Application for Reserved Matters - DC/18/00999

Proposal: Submission of details under Outline Planning Permission DC/17/04028 - Scale, appearance landscaping and layout for No. 2 dwellings.

Location: Conifers, Mellis Road, Yaxley, Eye Suffolk IP23 8DB

* + - * Application: DC/17/05880 Proposal:

**Reason(s) for re-consultation:** amended documents have been submitted to the Local Planning Authority 15/03/2018.

Full Planning Permission - Removal of sections in field boundaries, sections of hedgerows, trees and associated vegetation in association with Development Consent Order.

Location: Adjacent to and between Old Norwich Road and the A140 (Easting 612501, Northing 274839) and land adjacent to and West of Leys Lane, North of Yaxley and South of the Leys (Easting 611745, Northing 274963), Yaxley.

* + 1. Refused: none.
    2. Discharge of Conditions: none.
  1. Withdrawn: None.
  2. Appeal by: None.

1. Play area:
   1. To receive Play Area Inspection Report.
      * + Councillor Hawes had repaired the litter bin and securely put it back in place by the play area.
        + It was agreed that more bark would be needed to be added to the play area following the next meeting of the Parish Council.
        + Brambles will be cut back.
        + The seat will need to be varnished later in the summer.
        + Councillor Fisher will take responsibility for the area until the next meeting of the Parish Council.
   2. Annual Play Inspection Report.

* Nothing to report.

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

* The memorials were safe, and the grass had been cut.
* Some minor landscaping work was needed because there are a few dips in the grass. The Clerk will contact David Newcombe to request that he undertakes this 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 on 11th July 2018.

* There were no items of any other business.

Meeting closed at 9:35 p.m.

**Agenda Items that the Parish Council will return to in the future:**

1. Fibre Broadband in Yaxley.
2. Projects that the Parish Council May Finance.
3. Review of Deeds of Yaxley Community Centre.
4. Community Led Plan for Yaxley.
5. Eye Airfield:
   1. Applications for Grants from Wind Turbine Fund.
   2. Progress Power Application:
6. 50 mph on Eye Road.