**Minutes of the Meeting of Yaxley Parish Council held on 7th March 2018.**

**Present:**

Councillor I Luff Councillor A Luff Councillor J Hawes

Councillor M Fisher Councillor K Pawsey Councillor B Feaver

Councillor R Hall Councillor J Moore Councillor C Wright

District Councillor D Burn.

P Freeman Parish Clerk.

No members of the public.

1. Apologies for Absence.

* County Councillor J Fleming.

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

* None.

1. Minutes of the Previous Meeting held on 24th January 2018.

* The minutes of the previous meeting were agreed as a true record and were signed by the Chairman, proposed by Councillor A Luff and seconded by Councillor Feaver, with the following amendment - there were no members of the public present.

1. Matters arising from the minutes:

**Action Points:**

Notes on the action are in red.

* Respond to the planning applications listed on the agenda. No comment on DC/17/06340 - Dove Cottage and support DC/17/06179 - Crossway Cottage. **Action: The Clerk.** Completed.
* Cllr Fleming will email the link to the School Transport Consultation. **Action: Cllr Fleming.** Completed.
* Add Neighbourhood Watch to the next agenda. **Action: The Clerk.** Completed.
* Chase up outstanding tenancy agreements. **Action: The Clerk.** Completed.
* Cllr Fleming will set up a meeting about the footpath from Yaxley to Mellis. **Action: Cllr Fleming.** Completed.
* Report of the meeting with the Community Centre Committee to be sent to the Clerk. **Action: Cllr Pawsey.** Completed.
* Contact the Committee Centre Committee and the Parish Council will take responsibility for the cost of insurance for the building and asked for a copy of the insurance document. Add note to say that the Parish Council appreciates the work the committee is doing and request contact if they need financial support for a project. **Action: The Clerk.** Completed.
* Follow up the SALC email about a DPO for GDPR. **Action: The Clerk.** Completed.
* Send out invoices: add 3% increase to Workwear and Kier integrated services, and Ms O’Shea and Mr Bull remain the same. **Action: The Clerk.** Completed.
* Accept quote for £70 per cut x 9 cuts from David Newcombe. **Action: The Clerk.** Completed.
* Road surface on Castleton Way and pothole on entrance to the Airfield, sign to Maple Close post has rotted and the road sign on A140 is damaged, report all to the Highways Department of Suffolk County Council. **Action: The Clerk.** Completed.
* Online banking. Still to be followed up.

1. Notification of any urgent business.

* None.

Meeting closed at 7:45 p.m.

**Public Forum.**

Report from County Councillor Jessica Fleming, Hartismere Division, Suffolk

[Jessica.fleming@suffolk.gov.uk](mailto:Jessica.fleming@suffolk.gov.uk) Tel: 07714-597980 twitter: @jesstfleming

**Planning – Draft NPPF 2018 out for consultation -** The draft revised National Planning Policy Framework has been issued for consultation, which runs until 10th May – refer to <https://www.gov.uk/government/consultations/draft-revised-national-planning-policy-framework>

This incorporates proposals from the [Housing White Paper](https://www.gov.uk/government/publications/fixing-our-broken-housing-market) and the [Planning for the right homes in the right places consultation](https://www.gov.uk/government/consultations/planning-for-the-right-homes-in-the-right-places-consultation-proposals) -

**Suffolk County Council to consult on future Record Office Service in Lowestoft –** A public consultation will be held in early summer over the future of the Record Office Service in Lowestoft, <http://www.suffolkarchives.co.uk/about-suffolk-archives/future-record-office-service-in-lowestoft/>

‘The Hold’ in Ipswich was granted planning permission in February as a repository for most of Suffolk’s historic records and archives with facilities for public access and links to Suffolk University.

**Ipswich’s Upper Orwell Crossings unveiled -** The preferred alignments of Ipswich’s Upper Orwell Crossings have been announced by Suffolk County Council. The main crossing would connect the existing highway at Wherstead Rd, west of the river, with a new junction north of Cliff Lane on Holywells Road, east of the river. The bridge crosses the river at an angle and incorporates an opening section over the navigation channel. Two other bridges are planned, one limited to pedestrians and cyclists. Refer to [www.suffolk.gov.uk/upperorwellcrossings](http://www.suffolk.gov.uk/upperorwellcrossings)

**Highways** – The County Highways teams are aware of the number of new potholes and drainage problems due to the recent severe weather, and requests patience while these issues are addressed. Please continue to report issues on the website: <http://highwaysreporting.suffok.gov.uk>

**Footpath Study -**  Actions from a meeting kindly hosted by Cllr Pawsey on 21st February with the Parish Council, SCC officer John Simpson and District Cllr David Burn included one for me to look into potential funding sources (SCC and Local Enterprise Partnership, for instance). I had arranged a meeting with Dave Watson, SCC Strategic Highways in early March as planned but this had to be cancelled due to weather conditions and will be rescheduled as soon as practical.

Report by District Councillor David Burn:

The following points were highlighted:

* The Boundary Commission Ward Boundary Review had been completed and the following recommendation was made: Palgrave would include Braiseworth, Stoke Ash, Thwaite and the existing area. This was recommended by Mid Suffolk District Council as they were accessible by using the A140.
* Turbine Fund: a document was given to Councillors. The fund was accessible to all parishes where there has been an impact from the turbines. Councillor Burn will request a review of how the fund was administered. So far, the income was £52,100 and expenditure £22,000.
* Additional funding was available from the Locality Budget for the electricity connection for the Community Centre and £200 would be allocated.
* In response to a question the following point was made: an application can be made at any time to the Turbine Fund.
* The Parish Council thanked Councillor Burn for his report.

Meeting reopened at 8:05 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.
* Community Centre insurance policy.
* Stowmarket Vision for Prosperity.
* Battle’s Over Guide.
* Suffolk Police Locality Meetings.
* Parish Councillor Register of Interests.
* Rest Centre Training.
* Community Infrastructure Levy Invitation.
* Eye Safer Neighbourhood Team Newsletter.
* One Suffolk Post Upgrade News.
* Suffolk On-Board Newsletter.
* Consultation: Crime and Poor Performance in the Waste Sector.
* Weather Warnings.
* Mid Suffolk North Area Meeting.
* Hedge on Old Ipswich Road, Yaxley.
* War Graves Event.
* Community Emergency Planning.
* Eye Town Council’s Mayor’s Parade and Service.

1. Yaxley Allotments:

* Update on allotment gardens and tenancy agreement.

1. Report on the number of vacant plots: 21.
2. Tenancy agreements for 2017/2018: 8

* Unused plots: nothing to report.
* Problem with rats: it was agreed that there would be no further need for treatment to control rats.

1. Highway matters:
   1. Suffolk Highways: Community Self Help – survey: it was agreed that the Parish Council would not make a response to the Community Self-Help Survey.
   2. Meeting with Highways:
      1. Consultation about parking at the T-junction of the Street and Eye Road.

* There was a suggestion that the no parking zone could go from the Old Post Office and to Cherry Tree Close.
* The cost of painting the yellow lines was minimal.
* The consultation had already taken place.
  + 1. Pedestrians, including young children, using Mellis Road at peak times.
* A meeting had taken place between the Parish Council and Councillor Fleming and John Simpson from the Highways Department of Suffolk County Council on 21st February 2018
* The main point that came from the meeting was that it was necessary for the footpath to be on the list of ‘Strategic Projects’.
* There was support from Dan Poulter MP, Councillor Fleming and Councillor Burn.
* If required a committee will be formed to prepare a supporting letter.
* Councillor Fleming will meet Dave Watson (see above) before a letter of support would be required.
* It was agreed that the Clerk should contact the Headteacher of Mellis Primary School to bring him up-to-date on the current situation and ask that the school should support the Parish Council’s work in this area. **Action: The Clerk**.

1. Finances and financial report.
   1. Balances on Accounts: 28th January 2018.
      1. Current account: £4,490.98.
      2. Deposit account: £5,570.04
      * Councillors noted the balances on accounts.
   2. 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.
      * There were no questions from Councillors.
   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 | 101114 | £267.96 | LGA 1972 S112 |
| HMRC | PAYE | 101115 | £54.00 | LGA 1972 S112 |
| Safe and Sound | Rodent control at the allotments | 101116 | £96.00 | LGA 1972 S111 |
| Yaxley Community Centre | Income from Ms O’Shea for access across the car park | 101117 | £100.00 | LGA 1972 S111 |

* It was unanimously agreed to pay the invoices listed above, proposed by Councillor Wright and seconded by Councillor A Luff.
  1. Requests for financial support: none.
  2. Receipts:
     1. Mid Suffolk District Council Locality Budget Grant: ££650.00
     2. Ms O’Shea –access across the Community Hall Car Park: £100.00
     3. Workwear – advertising sign: £108.15

1. Neighbourhood Watch.

* Councillors Pawsey and A Luff had attended the Safer Neighbourhood Team meeting.
* It was agreed that the Clerk should contact Mark Beresford for information on the link to the Neighbourhood Watch system. **Action: The Clerk.**

1. Yaxley Community Centre: The Clerk was still waiting for a response from Community Action Suffolk to advise on the new agreement with Yaxley Community Centre. He had followed up the initial contact but there had been nothing further. **Action: The Clerk.**
2. Parish Council matters for publication in the Yaxley Messenger: a reminder would be requested to draw attention to the Yaxley Community website. **Action: The Clerk.**
3. General Data Protection Regulation: see above.
4. Emergency Plan - update.

* The plan was ready to be activated. This would be a simple process and should be in place before the next meeting.
* The electrical connection for the generator will be fitted in March 2018.

1. Planning:
   1. Applications:
      1. Re-consultation: Application for Planning Permission Without Compliance of Conditions: DC/17/06179:

Proposal: Application under section 73 of the Town & Country Planning Act – DC/17/03934 - Erection of a new dwelling, garage and new vehicular access for variation of Condition 2 (approved plans and documents) and discharge of Condition 3 (agreement of levels), Condition 4 (agreement of materials), Condition 5 (details of screen walls and fences), Condition 9 (surface water drainage details and Condition 10 (foul water details).

Location: Crossway Cottage, Mellis Road, Yaxley.

* No comment.
  + 1. Application Number: DC/18/00623

Proposal:Planning Application. Erection of 1No. dwelling, detached garage with games room and storage over, alterations to access, parking and turning area and replacement agricultural access. Revision of previously approved DC/17/05082.

Location:Land Adj. To Arch Haven, The Street, Yaxley, IP238BJ.

* Comment – the games room must not be used for accommodation.
  + 1. 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.

* Object to the application for the following reasons:
  + The traffic assessment does not take into account the following problems:
    - The concentration of traffic on Castleton Way and on Eye Road, Yaxley from Hartismere High School, Mellis Primary School and the processing facility, at the beginning and end of the school day, as it tries to join the A140, in particular as it tries to turn right towards Norwich.
    - The potential for heavy good vehicles (HGVs) to drive through Mellis and Yaxley, for twenty-four hours each day, from the A143 to the processing facility. The road is inadequate for this type of traffic, and in addition there would be noise and vibration which would affect the properties in the village. Any permission for the application to go ahead should require that HGVs use the A143 and A140 only.
    - The problem of vehicles stacking on the A140 as they try to enter the processing facility.
    - There is no public transport locally that would reduce the traffic to the process facility.
    - The processing facility will open before any road improvements are completed.
  + Environmental considerations:
    - The problem of odours from the processing facility. The Parish Council requires confirmation that the processing facility will meet the requirements of the regulations that would prevent this.
    - Light pollution: this is a major problem which will be caused by a processing facility that will operate for 24 hours each day.
    - Noise: this is a major problem which will be caused by a processing facility that will operate for 24 hours each day. The noise from lorries with refrigerated bodies running will cause a disturbance, especially at night.
    - Flooding: the risk of flooding from the water course which will be on two sides of the processing facility.
  + A buffer zone would be essential with planting that would limit the impact of the processing facility.
  1. Applications – no decisions to date:
     1. Application: DC/17/05880 Proposal:

Full Planning Permission - Removal 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. Planning decisions:
     1. Approved:
        + Application Number: DC/17/05104

Proposal: Non-material amendment to planning application 1144/16 - installation of 2 no. Windows either side of Southside door and maintained timber cladding.

Location: Orchard End, Old Ipswich Road, Yaxley.

* + - * Application Number: DC/17/05882

Proposal: Application under Section 73 of the Town and Country Planning Act for variation of Condition 3 relating to 3803/16 Materials)

Location: Land Adj Linden Lea, Mellis Road, Yaxley, IP23 8DA

* + - * Application Number: DC/17/06340 Proposal:

Planning Application Householder Application - erection of single storey rear extension to workshop.

Location: Dove Cottage, Old Norwich Road, Yaxley.

* + 1. Refused: none.
    2. Discharge of Conditions for application DC/17/05082 - Condition 7 (Archaeological Works)

Location:Land Adj To Arch Haven, The Street, Yaxley, IP23 8BJ

* 1. Withdrawn: None.
  2. Appeal by: None.

1. Play area:
   1. To receive Play Area Inspection Report.
      * + The bin needed to be put back in its place and rubbish was not being put in it.
        + The Clerk had contacted the supplier about the swing seats again.
        + Councillor Wright offered to continue for the next period and Councillors thanked him for his work.
   2. Annual Play Inspection Report.

* Nothing to report.

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

* Councillor Hawes had inspected the Cemetery on the day before this meeting and all was in order. The hedge was neat and tidy and although 3 memorials were leaning forward they were safe.

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

* Councillor I Luff had attended a meeting which had been open and helpful.
* 50% of the material used as fuel was waste wood.
* There had been a breach of the carbon monoxide requirements and dioxins had been given off, but there had been no risk to health. The system was tested 6 monthly, although it had previously been monthly. The effect of dioxin was cumulative but there would be no harm at the level of emissions recorded.
* The next meeting will be in October 2018.
  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 18 April 2018.

Meeting closed at 9:15 p.m.