**Minutes of the Meeting of Yaxley Parish Council held on 14th November 2018**

**at 7.30 p.m.**

**Present:**

Councillor A Luff Councillor I Luff Councillors K Pawsey

Councillor M Fisher. Councillor R Hall Councillor B Feaver

Councillor J Moore Councillors Hawes Councillor C Wright.

District Councillor D Burn.

County Councillor Fleming

P Freeman Parish Clerk.

1. Apologies for Absence.

* None.

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 A Luff.

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 Cllr Burn to supply the criteria. **Action: Cllr Burn and The Clerk.**
* Obtain quotes to clear and tidy the allotments. **Action: The Clerk.**
* Contact Mr Kemp about a quote for work on the cemetery. **Action: The Clerk.**
* Councillor Fleming will investigate financial support (£1,400) for the purchase of an additional SID. **Action: Cllr Fleming.**
* Order SID. **Action: The Clerk.**
* Contact Cllr Fleming about the current position on the footpath from Yaxley to Mellis. **Action: The Clerk.** Councillor Fleming had contacted Highways and there have been indications that 15 parents would use it.
* Contact contractors about the mat under swings and varnish the seat by the play area. Approval of work by email. **Action: The Clerk.**
* Contact the people on the Emergency Plan for permission to hold their data. **Action: The Clerk.**
* Cllr Burn will supply the criteria for applications to the wind turbine fund which will be discussed at the next meeting. **Action: Cllr Burn and The Clerk.**
* Cllr Burn will investigate funding from the building of the chicken factory which will be discussed at the next meeting. **Action: Cllr Burn and The Clerk. S**ome funding should be available.
* Any comments on the Yaxley Community Centre Constitution to the Clerk by 19th October 2018. **Action: Councillors.**
* Headstone that needs to be secured, contact funeral director. **Action: The Clerk.**
* Thanks to Councillor Moore for arranging the purchase of the wreath for Remembrance Day.
* Thanks to Councillor Hawes for his work related to the War Memorial.

1. Notification of any urgent business.

* None.

**Public Forum.**

**County Councillor Jessica Fleming report:**

**Highways and Drainage Reporting -** All defects or drainage problems or dangerous winter road conditions should be reported using the reporting tool on the Highways website: <https://www.suffolk.gov.uk/roads-and-transport/>

**A140 Scheme (Roundabouts)** – Suffolk Highways is planning to submit a planning application for roundabouts west of Eye at the Thrandeston and Yaxley junctions at the end of November for determination in March. Plans include a centre refuge at the A140/Thrandeston Road junction, an issue that was identified through stakeholder engagement. Construction is anticipated in Summer 2019 with an opening in Spring 2020.

**Footway to Mellis School –** I have asked Highways whether there has been any response from BT about reducing costs based on a simpler design and will report back. However progress on this project is a long-term prospect requiring outside funding.

**Community Transport –** This is a reminder that the Mid Suffolk area Connecting Communities provider (BSEVC) offers on-demand minibus services, phone 01449 614271 to arrange transport, or to volunteer as a driver. Or email: [bookings@bsevc.co.uk](mailto:bookings@bsevc.co.uk) The Rickinghall-Botesdale Good Neighbour Scheme also offers local service, phone Gordon Lawrence on 01379 897109.

**Suffolk’s 2019/ 2020 Budget Consultation is open -** and can be accessed by visiting [www.suffolk.gov.uk/budget2019](http://www.suffolk.gov.uk/budget2019) Hard copies will be available from libraries. The consultation closes at 5pm on Friday 16 November. Your responses are important given the difficult decisions that the County Council faces to return a balanced budget. A proposed budget will go to Cabinet on 29 January, the final budget will be discussed at Full Council on Thursday 14 February 2019.

In response to questions the following points were made:

* it was unlikely that there could be a weight restriction on the road through Yaxley.
* Councillor Fleming will contact those responsible at the chicken factory about HGVs using the roads through Yaxley.
* The Chairman pointed out that there have been 29 reports made through the online system to Highways and only 8 of 40 reports had been actioned (these 40 reports related to 29 defects).
* The Fibre Power application had included a clause which meant that HGVs could not use the road through Yaxley. Councillor Fleming offered to investigate why this had not been part of the application for the chicken processing factory.
* The Parish Council had been approached by Durrant about access across the hard stand to the planned substation. Councillor Pawsey offered to contact Mr Hammond to find out more information. **Action: Councillor Pawsey.**

**District Councillor David Burn**

* Councillor Burn offered to investigate the land that was for sale on the A140/Castleton Way junction as it was originally planned to be a buffer zone. Apparently, this had already been breached by the building of the chicken factory. Councillor Burn will follow up further.

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.
* MSDC – Parish Council Elections – Estimate of Charges.
* Suffolk View.
* UK Power Networks.
* Suffolk PCC.
* Risk Topic Update – Tree Liabilities and Cemetery/Memorial Management.
* Homelessness Reduction Strategy.
* Alternative Access Route to Sub Station.
* Temporary Road Closures – Diss.
* Dog and Litter Charges – 2019/2020.
* Suffolk Minerals and Waste Local Plan.
* Village Hall Constitution.
* Suffolk Constabulary SNT Meeting.
* Eye Airfield – Planning Matter.
* Eye Neighbourhood Plan – Pre-submission Consultation Draft.

1. Yaxley Allotments:

* Update on allotment gardens and tenancy agreement.

1. Report on the number of vacant plots = 7.

* Unused plots = 23.
* Water supply to the allotments - nothing to report.

1. Highway matters:
   1. Meeting with Highways:
      1. Pedestrians, including young children, using Mellis Road at peak times.

* The chairman had been approached by 2 people about the problem of the roads through Yaxley and he will write an article for the Messenger to explain what action the Parish Council had already taken. He will suggest that anyone who was concerned about the local roads should contact Councillor Fleming, Councillor Burn or Dr Poulter MP.
  + 1. Hedge blocking a footpath:
* An overgrown hedge is causing children walking through the village to walk on the road because the footpath has been blocked by the growth of the hedge. It was agreed that the Clerk should write to the householder. **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.

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| --- | --- | --- | --- | --- |
| **Payee** | **Details** | **Cheque Number** | **Amount** | **Power** |
| P Freeman | Clerk’s Pay and Expenses | 101151 | £211.14 | LGA 1972 S112 |
| HMRC | PAYE | 101152 | £54.40 | LGA 1972 S112 |
| David Newcombe | Grass cutting | 101153 | £70.00 | LGA 1972 S111 |
| Yaxley Community Centre | Recycling credit – donation | 101154 | £181.33 | LGA 1972 S111 |
| Yaxley PCC | Recycling credit – donation | 101155 | £181.33 | LGA 1972 S111 |
| Westcotec LTD | SID | 101156 | £2,800.00 | LGA 1972 S111 |
|  |  |  |  | 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: none.

1. Yaxley Community Centre:
   1. Project to replace doors.
      * There had been some damage to the front doors to the Community Centre and the Community Centre committee is investigating replacements.
      * It was agreed that the Parish Council would make a contribution to help meet the cost of the replacements.
      * There was a suggestion that funding could be available from the Wind Turbine Fund to replace the doors at the rear of the building and the heaters.
      * It was agreed that the Clerk should approach the Community Centre Committee to ask how the Parish Council could help, proposed by Councillor Pawsey and seconded by Councillor Fisher. **Action: The Clerk.**
2. Litter pick.

* Risk assessments will be required if a litter pick takes place in Yaxley.
* If children were involved, they would be the responsibility of their parents.
* It was agreed that the best time of year for it to take place would be during the spring.
* The Parish Council agreed to prepare for this to take place, proposed by Councillor A Luff and seconded by Councillor Wright.

1. Tree liabilities and risk assessment.

* There had been a recent judgement in court against a Parish Council for not carrying out regular tree inspections.
* The areas which will need to be checked are the allotments, the Cemetery, the play area and playing field.
* An assessment of the risk level of each tree will be made, proposed by Councillor Pawsey and seconded by Councillor Hall.

1. Free trees opportunity.

* It was agreed that this would not be followed up.

1. Mobile Post Office.

* The Parish Council had been approached about the possibility of a visit each week from a Mobile Post Office.
* Potential locations had been considered but it was felt that the best would be the Community Centre car park.
* It was agreed to proceed with this, proposed by Councillor Pawsey and seconded by Councillor Hawes.
* There was a discussion of security for the Post Office.

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

* Highways and the traffic through Yaxley.
* The possibility of a regular visit from a Mobile Post Office.
* The dates for next year’s Parish Council meetings.

1. Eye Airfield:
   1. Land for sale at the junction of Castleton Way and the A140.

* See above. Councillor Burn will investigate, and the Parish Council will monitor the situation.
  1. Progress Power (Gas-Fired Power Station):
     1. Access to sub-station via the hard stand near the allotments.
* This will involve crossing a spectacle hard stand.
* There may be some potential for damage to this feature of the Second World War airfield.
* If this goes ahead the Parish Council would require legal advice and the cost should be met by Drax.

1. Dates of Meetings 2019 see below.

* The following dates were agreed: 30 January 2019, 13 March 2019, 1 May 2019 and Annual Parish Meeting, 12June 2019, 24 July 2019, 28 August 2019, 9 October 2019, 20 November 2019, 18 December 2019.

1. Planning:
   1. Applications: none

* Application Number: DC/18/04944

Proposal: Full Planning Application - Erection of accommodation block which includes 4no. letting rooms, staff overnight accommodation and staff facilities

Location: Land At The Bull Auberge, Ipswich Road, Yaxley, Suffolk

* + Following a discussion, it was agreed to support the application, proposed by Councillor Hawes and seconded by Councillor Pawsey.
  1. Applications – no decisions to date:
     1. Various Applications for Progress Power Station listed previously.
  2. Planning decisions:
     1. Approved: none.
     2. Refused: none
     3. Discharge of Conditions: none
  3. Withdrawn: none.
  4. 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.

* See below.
* Councillor Hall offered to continue to the end of November and Councillor Fisher is next on the rota.
  1. Annual Play Inspection Report.
* Various items had been identified for action:
  + Edging around the play area.
  + An updated sign is required.
  + Rotting timber.
  + Mats - when the regular check of the play area is made the playground chips should be raked to cover the edge of the mats so there are no trip hazards.
  + Places where there was a possibility of finger entrapment.
  + Councillor I Luff had replaced a screw that was missing.
  + The baby swings.
* Councillor Luff will send details of the sign that needs updating to the Clerk and update the play area checklist. **Action Councillor: A Luff.**
* Other work that needs to be completed: the play area chips and the mats, the edging timber will be replaced in the spring and Councillor Hawes will check the chains on the swings. Proposed by Councillor Hawes and seconded by Councillor Fisher.

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

* Councillor Hawes had carried out an inspection of the day this meeting and all was in order and the area was tidy. Councillors thanked Councillor Hawes for his work.
  1. Quotation for work on the cemetery.
* The Clerk had approached Mr Kemp about carrying out this work.

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

* The next meeting is on 5 December 2018 at 3:00 p.m.
  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 19 December 2018.

* Councillor A Luff had updated the bottle and paper bank and defibrillator rota which were given to Councillors.
* The Clerk will email Councillor I Luff the defibrillator and play area checklists.
* Next meeting: budget for 2019/2020 and the precept.
* The Clerk will report potholes on burns close.

Meeting closed at 9:39 p.m.