**Minutes of the Meeting of Yaxley Parish Council held on 18th April 2018.**

**Present:**

Councillor I Luff Councillor A Luff Councillor J Hawes

Councillor M Fisher Councillor B Feaver Councillor R Hall

Councillor J Moore

District Councillor D Burn.

P Freeman Parish Clerk.

No members of the public.

In the absence of the Chairman Councillor Moore took the Chair.

1. Apologies for Absence.

* County Councillor J Fleming, Councillor C Wright and Councillor K Pawsey

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

* None.

1. Minutes of the Previous Meeting held on 7th March 2018 and 3rd April 2018.

* The minutes of the previous meetings were agreed as a true record and were signed by the Chairman, 7th March 2018 - proposed by Councillor i Luff and seconded by Councillor Hawes and 3rd April 2018 - proposed by Councillor i Luff and seconded by Councillor A Luff.

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.** Completed.
* Contact Mellis Primary School about footpath from Yaxley to Mellis. **Action: The Clerk.** Completed.
* Contact Mark Beresford about phone contact pyramid. No response from Neighbourhood Watch.
* Reminder in Yaxley Messenger about the Yaxley Village website. Completed.

1. Notification of any urgent business.

* Proposed withdrawal of bus service: The Parish Council agreed that it was unhappy with this decision since some people depended on it. It was agreed the Clerk should make a response. **Action: The Clerk.**

Meeting closed at 7:35 p.m.

**Public Forum.**

**County Council Report -** County Councillor Jessica Fleming, Hartismere Division, Suffolk

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

**Local Highways Projects –** Parking prohibition at T Junction – waiting on engineer to complete work.

Footpath – No further news.

**Highways** **reporting reminder** – 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. Additional funds are being channelled into surface repairs. Continue to report issues on the website: <http://highwaysreporting.suffok.gov.uk>

Review road works and report other issues on <https://www.suffolk.gov.uk/roads-and-transport/>

Customer service no. is 0345 606 6171 if follow up is needed, you will need a web report number.

**Suffolk’s Walking Festival -** this year’s Walking Festival is shaping up to be the biggest yet with 125 organised walks. Sign up on [www.suffolkwalkingfestival.co.uk](http://www.suffolkwalkingfestival.co.uk/)

Whether young or old, a novice or an expert, there is something for everyone! You could kick start your day on a Dawn Chorus walk or end it on a Twilight Safari. The festival launches with two walks at St Peter's Brewery in Bungay, on Saturday 12 May, each walk includes a brewery tour.

**District Councillor Report - Councillor David Burn:**

* There was a plan to form one Council from Mid Suffolk District Council and Babergh District Council, but this was on hold because it could not be completed before the elections in 2019.
* The leader of Suffolk County Council was exploring a unitary authority for the County.
* There had been a submission from Mr Butler and Councillor Burn about the reduction in the amount of hedgerow removed for the planning application for Prospect Power.
* There was a discussion about the design of the processing facility. It was hoped that this would be made to look more than just like a box. There was an issue around the gantry.

In response to question the following point was made:

* A unitary authority would be suitable for Suffolk and the number of representatives would be reduced.
* At the moment this was an idea in its earliest stages.
* There was no point in spending money on a referendum.
* Moving Babergh and Mid Suffolk District Council into Endeavour House in Ipswich was not part of this plan. The merger of the workforce was operational and made sense in the crossover of the work between the two District Councils.

The Council thanked Councillor Burn for his report.

Meeting reopened 8:00 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.
* Yaxley Community Centre Committee.
* Neighbourhood Watch.
* Eye Airfield Stakeholder Engagement Event.
* Locality Award.
* Drax Power request for information about allotment use.
* Request for grit bin refill.
* Suffolk View Spring Edition.
* Mid Suffolk District Council Development Control - Planning Committee.
* Traffic Management at T-junction.
* Rest Centre Practical Training
* DPO Services.

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: The Clerk will write to those tenants who had not returned their tenancy agreement and rent to terminate their tenancies. **Action: The Clerk.**

* Unused plots:
  + A decision on work on the unused plots will be made at the next meeting.

1. Highway matters:
   1. Meeting with Highways:
      1. Parking restrictions at the T-junction of the Street and Eye Road.
         * Nothing to report.
      2. Pedestrians, including young children, using Mellis Road at peak times.
         * Nothing to report.
      3. Road Surfaces:
         * There was a discussion of the problem of potholes in the local area and the lack of action by the Highways Department of Suffolk County Council.
         * It was agreed that potholes on local roads would be reported again and the reports would be copied to SALC and Councillor Storey, Cabinet Member for Highways. In addition, the Clerk will write a piece for the Yaxley Messenger encouraging the residents of Yaxley to report potholes using the online service. **Action: The Clerk.**
         * It was agreed that if there was no improvement then contact will be made with Dan Poulter MP.
2. Finances and financial report.
   1. Balances on Accounts: 28th March 2018.
      1. Current account: £5,743.85.
      2. Deposit account: £5,572.82

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.
     + There were no questions from Councillors.
  2. Online banking - nothing to report.
  3. 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 | 101118 | £257.70 | LGA 1972 S112 |
| HMRC | PAYE | 101119 | £59.40 | LGA 1972 S112 |
| Ian Hubbard Electrical | Work on Yaxley Community Centre to facilitate use of a generator | 101120 | £1,075.80 | LGA 1972 S111 |
| MSDC | Litter and dog bins | 101121 | £276.00 | LGA 1972 S111 |
| SALC | Subscription | 101122 | £249.34 | LGA 1972 S111 |
| Yaxley PCC | Recycling credits | 101123 | £170.66 | LGA 1972 S111 |
| Yaxley Community Centre | Recycling credits | 101124 | £170.66 | LGA 1972 S111 |

* It was unanimously agreed to pay the invoices listed above, proposed by Councillor A Luff and seconded by Councillor Wright.
* The Council thanked Councillor Burn for the grant from the Locality Budget for the work to link a generator to the power supply of the Community Hall.
  1. Requests for financial support: none.
  2. Receipts:
     1. Mid Suffolk District Council Locality Budget Grant: £200.00
     2. Mid Suffolk District Council Recycling Credits: £341.32
     3. Mid Suffolk District Council Precept: £2,625.00
     4. Interest: £2.78.
     5. PH Hammond: £872.89.
     6. Kier Integrated Services: £540.75

the receipts were noted.

1. Neighbourhood Watch.

* Nothing to report.

1. Yaxley Community Centre:
   1. Agreement

* The draft agreement had been circulated to Councillors and was agreed.
* It was signed by the Chairman and the Clerk.
* The Clerk will forward it to the Community Hall Committee for signature. **Action: The Clerk.**

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

* Potholes.

1. General Data Protection Regulation.

* The Clerk had booked a place at a meeting to review the data held by the Parish Council. He was waiting for a date for this meeting to be confirmed.

1. Emergency Plan - update.

* The plan was complete.
* The chest which contained the items to be used in an emergency had been moved to the Community Centre and a combination lock will be purchased.
* Councillor I Luff will contact the Clerk about what information should be published on the website.

1. Planning:
   1. Applications:
      1. Application: DC/18/01445

Proposal: Householder Planning Application - Erection of side extension

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

* Following a discussion, it was agreed to support the application.
  1. Applications – no decisions to date:
     1. 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

* + 1. 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. 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.

* 1. Planning decisions:
     1. Approved: None.
     2. Refused: None.
     3. Discharge of Conditions: None.
  2. Withdrawn: None.
  3. Appeal by: None.

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

* The bin had been pulled away from its position. Councillor Hawes offered to secure it again. **Action: Councillor Hawes.**
* The Clerk will chase up the order for the swing seats again.
* Council thanked Councillor Wright for his report on the play area.
* Councillor A Luff offered to take responsibility for the play area until the next meeting. **Action: Councillor A Luff.**
  1. Annual Play Inspection Report.
* Nothing to report.

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

* The grass had been cut and the memorials were safe.

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

* The next meeting will be in October 2018.
  1. SALC.
* Nothing to report.
* The Clerk had received a revised version of the Standing Orders which he will review in due course. **Action: The Clerk**.
  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 6th June 2018.

* The seat by the T-junction needed refurbishment and repair. **Action: The Clerk.**
* Councillors sent their best wishes for a speedy recovery to the Chairman who was in hospital.

Meeting closed 8:40 p.m.