**Minutes of the Meeting of Yaxley Parish Council held on 18th July 2018 at 7.30 p.m.**

**Present:**

Councillor A Luff Councillor I Luff

Councillor M Fisher Councillor R Hall

Councillor J Moore

District Councillor D Burn.

P Freeman Parish Clerk.

One member of the public.

1. Apologies for Absence.
* Councillors Pawsey, Hawes, Feaver and Wright.
1. Councillor’s Declaration of Interests in Agenda Items.
* None.
1. Election of Officers:
	1. To receive the Chairman’s declaration of acceptance of office or, if not then received, to decide when it shall be received.
* Councillor I Luff signed the declaration of acceptance of office.
1. Minutes of the Previous Meetings held on 6th June 2018.
* The minutes of the previous meeting were agreed as a true record and were sign by the Chairman, proposed by Councillor A Luff and seconded by Councillor Moore.
* Councillors recognised the enormous commitment to the Parish Council of Councillor Pawsey and were pleased to hear that he had returned home from hospital. He hoped to be able to attend meetings again in the Autumn.
1. Matters arising from the minutes:

**Action Points:**

Notes on the action are in red.

* Follow up online banking. **Action: The Chair and the Clerk.**
* Pieces in the Messenger on no parking restrictions consultation, allotments, community transport and the new Chairman of the Parish Council. **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.**
* Standing orders to be updated. **Action: The Clerk.** Completed.
* Letter of thanks to Councillor Pawsey. **Action: The Clerk.** Completed.
* Consultation with residents about the parking restrictions at the T-junction of the street and Eye Road. **Action: The Clerk.** In the process of being done.
* Report that the work on the central white lines by the Cherry Tree Public House has not been completed. **Action: The Clerk.** Completed.
* Ask Mark Sano to spray the unused allotments with herbicide. **Action: The Clerk.** Completed.
* Apply for exemption for external audit. **Action: The Clerk.**
* Contact Councillor Fisher about taking responsibility for the Play Area until the next meeting. **Action: The Clerk.** Completed. Covered by Councillor A Luff for this period.
* Landscaping work in the cemetery to level the surface of the ground. Contact David Newcombe. **Action: The Clerk.**
1. Notification of any urgent business.
* None.

Meeting closed at 7.40 p.m.

**Public Forum.**

District Councillor David Burn:

* Mid Suffolk District Council now holds 6½ years’ land supply.
* The policies were out of date because they had not had a sufficient land supply, and this had caused many permissions to be refused.
* Each application was tested.
* Less than 5 years was the figure where the government could step in, but the Council now had sufficient to meet its needs for 6½ years.
* There was a planning application for 99 homes on the former site of the offices of Mid Suffolk District Council at Needham Market.
* A real-time spreadsheet of developers’ contributions was being prepared on the Community Infrastructure Levy and Section 106. This would include parish council components and what the money had been spent on. It will be on the District Council website later in the summer.

In response to a question the following point was made:

* The Local Plan was not complete, so land bids were not deliverable sites.
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. Various emails about Progress Power.
* Suffolk Minerals and Waste Local Plan Consultation.
* Town and Parish Liaison Meeting.
* Project2025
* Responses to proposed no parking zone.
* Allotments - water bowser.
* Police Locality Meeting.
* Celebration of Rural Housing.
* CAS Awards 2018.
* Entrance to Cherry Tree Close.
* Public Meeting with Suffolk Police and Crime Commissioner and Chief Constable.
* Consultation on update to the draft Statement of Community Involvement.
* Joint Housing Strategy Consultation.
* A140 Eye Airfield Highway scheme.
* Suffolk Police and Crime Commissioner and Chief Constable - restructuring of the service - PCSOs
1. Yaxley Allotments:
* Update on allotment gardens and tenancy agreement.
1. Report on the number of vacant plots: 21.
* There was a discussion of how the allotments could be made more attractive to potential tenants.
	+ The Parish Council could discuss their marketing with MSDC Communication Team – Zara Bishop.
	+ It was agreed to meet at the allotment site prior to the next Parish Council meeting to review the current situation.
1. Tenancy agreements for 2017/2018.
2. Application for 2 plots – Matt Mills from Yaxley.
* Agreed.
* Unused plots:
	+ Nothing to report.
* Water supply to the allotments.
	+ There was a discussion of the possible ways of overcoming the current problem of supplying water to the allotments.
	+ The only possible long-term solutions were a bore hole, a mains supply or finding a local farmer who could take on the task of filling the water bowser on a long-term basis. It was agreed to approach Mr Hammond and ask if he could undertake this work and cut back the hedge at the entrance to the allotments. **Action: The Clerk.**
1. Highway matters:
	1. Meeting with Highways:
		1. Consultation on parking restrictions at the T-junction of the Street and Eye Road.
* The consultation will end on 31st July 2018.
* There had been five responses which all supported the plan.
* Two have made other comments about parking issues in Yaxley.
* It was agreed that the Clerk would acknowledge the responses that had been received.
* One person raised the problems caused by parking on the grass verge at this location.
	+ 1. Parking on the road to the north of the Church – raised by a parishioner.
* It was agreed that this parking caused problems and it was dangerous to park on the corner.
* The Parish Council had recently pursued this and after approximately 6 months of regular contact with the Police they took action.
	+ 1. Pedestrians, including young children, using Mellis Road at peak times.
* Nothing to report.
	+ 1. Brambles affecting pedestrians on the pavement on the Mellis Road.
* Mr Talbot had seen this problem when he was cutting hedges and cut the brambles back.
* It was agreed to send a letter of thanks to Mr Talbot. **Action: The Clerk.**
	+ 1. Review of the effectiveness of the current Speed Indicator Device and the possible purchase of another.
* Following a discussion it was agreed that the Speed Indicator Device has made a difference by reducing speeding through the village.
* It was agreed that it will be beneficial to have devices at both ends of the village and the Clerk should contact Councillor Fleming to enquire if there would be any financial support for the purchase of a second device. Proposed by Councillor Fisher and seconded by Councillor Moore. **Action: The Clerk.**
1. Finances and financial report.
	1. Balances on Accounts: 28th June 2018.
		1. Current account: £6,090.85.
		2. Deposit account: £5,575.60.
* The balances in the accounts 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.
	1. Annual Accounts 2017/2018.
* The Clerk had prepared the accounts and financial reports to the end of the 2017/2018 financial year. The Clerk explained the accounts and the variations from the previous financial year.
* The Accounting Statements and the Annual Governance Statement were unanimously agreed.
* Heelis and Lodge had carried out the internal audit for the Parish Council.
* The accounts were agreed and will be sent to the external auditor.
* The audit report will be discussed at the next meeting. **Action: The Clerk.**
	1. Review of the Asset Register.
* The Asset Register was unchanged and was agreed.
	1. Online banking.
* It was agreed to remove this item from the agenda of future meetings.
	1. 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 | 101132 | £248.73 | LGA 1972 S112  |
| HMRC | PAYE | 101133 | £60.80 | LGA 1972 S112 |
| David Newcombe | Grass cutting | 101134 | £70.00 | LGA 1972 S111 |
| Safe & Sound | Weed control - allotments | 101135 | £72.00 | LGA 1972 S111 |
| PH Hammond  | Cutting vegetation at Cherry Tree Close | 101136 | £90.00 | LGA 1972 S111 |

* It was unanimously agreed to pay the invoices listed above, proposed by Councillor A Luff and seconded by Councillor Hall.
	1. Requests for financial support: none.
	2. Receipts: interest on deposit account - £2.78
1. Cutting overgrown vegetation at the Entrance to Cherry Tree Close.
* The action taken to cut the overgrown vegetation at the entrance to Cherry Tree Close, because of the danger to vehicles entering and leaving, was agreed.
1. Yaxley Community Centre:
* Nothing to report.
1. Parish Council matters for publication in the Yaxley Messenger.
* Advertise half and full allotment plots in the Yaxley Messenger.
1. Review of
	1. Risk assessment.
* The Risk Assessments were unchanged from the previous review and were agreed.
	1. Standing Orders.
* The Standing Orders had been amended to take into account the General Data Protection Regulation changes.
* The Data Protection Officer will be the Clerk.
* These were unanimously agreed, proposed by Councillor A Luff and seconded by Councillor Fisher.
	1. Financial Regulations.
* The Financial Regulations were unchanged from the previous review and were agreed.
	1. Statement of Internal Control and Annual Review of Effectiveness of Internal Control:
* The statement was agreed.
1. General Data Protection Regulation.
* 25 replies had so far been received from people in Yaxley asking to be included on list for information sent by the Parish Council. They also had given their permission for the Parish Council to hold their personal data for this purpose. Most people agreed to receive the information by email, but a few opted for it to be sent by post.
* The policies will be added to the website before the next meeting. **Action: The Clerk.**
1. Planning:
	1. Applications:
		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.

* This application relates to fencing.
	+ 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.

* This application relates to environmental management.
	+ 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.

* This application relates to lighting.
* The Parish Council agreed that these were technical matters and that Drax was doing the best it could.
* No comment would be made.
	1. 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 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

* 1. Planning decisions:
		1. Approved:
			+ Application Number: DC/18/00623

Proposal:Discharge of Conditions 8 And 9 (Archaeological Works).

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

* + 1. Refused:
		2. Discharge of Conditions:
	1. Withdrawn: None.
	2. Appeal by: None.
1. Play area:
	1. To receive Play Area Inspection Report.
* The Council thanked Councillor A Luff for her inspection report and for carrying out this duty since the last meeting.
* It was agreed to order a load of play bark and to notify Councillors when it would be delivered so they could help with levelling it. **Action: The Clerk.**
	1. Annual Play Inspection Report.
* The Clerk had booked the Annual Inspection.
1. Yaxley Cemetery:
	1. To consider inspection report - Councillor J Hawes.
* Councillor Hawes had sent a written report:
* He had inspected the cemetery and all the memorials appeared to be in a safe condition.
* He had met Mr Newcombe, our contractor, to discuss levelling the ground. An estimate of the cost will be sent to the Clerk.
	1. Tree cutting in church yard.
* The cutting of the tree branches which were overhanging a neighbour’s property had been resolved.
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 22nd August 2018.
* The date of the next meeting was change to the 29th August 2018.
* The emergency box was now in the cupboard of the Community Hall.
* There was a pothole opposite the entrance to the Community Hall which the Clerk will report. **Action: The Clerk.**
* The white lines at the T-junction of the Eye Road and the Street and the central lines outside the Cherry Tree Public House needed to be repainted. The Clerk will report this. **Action: The Clerk.**

Meeting closed at 9:05 p.m.