**Minutes of the Meeting of Yaxley Parish Council held on 29th August 2018 at 7.30 p.m.**

**Present:**

Councillor A Luff Councillor I Luff

Councillor M Fisher Councillor R Hall

Councillor J Moore Councillors Hawes

Councillor B Feaver Councillor C Wright

District Councillor D Burn.

P Freeman Parish Clerk.

One member of the public.

**7.00 p.m. Parish Councillors met at Yaxley Allotments**

1. Apologies for Absence.

* Councillors Pawsey and County Councillor Fleming.

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 A Luff and seconded by Councillor Fisher.

1. Matters arising from the minutes:

**Action Points:**

Notes on the action are in red.

* Contact Mr Hammond about filling the water bowser, cutting the hedge by the entrance to the allotments and the possibility of a borehole. **Action: The Clerk.** Completed.
* Write to Mr Talbot to thank for cutting brambles on hedge on Mellis Road. **Action: The Clerk.**
* Date for review of standing orders, financial regulations, risk assessments and internal controls. **Action: The Clerk.** Completed.
* Contact Councillor Fleming about financial support for the purchase of additional SID. **Action: The Clerk.** Completed.
* Contact Councillor Fleming about the results of the consultation with residents about the parking restrictions at the T-junction of The Street and Eye Road. **Action: The Clerk.** Completed.
* Follow-up the work on the central white lines by the Cherry Tree Public House has not been completed. **Action: The Clerk.** Completed.
* Offer half allotment plots to potential tenants in the Yaxley messenger. **Action: The Clerk.** Completed.
* Send accounts to the external audit. **Action: The Clerk.** Completed.
* Prepare the GDPR policies and add to the website. **Action: The Clerk.** Completed.
* Order the play bark the play area. **Action: The Clerk.** Completed.
* Report potholes opposite the entrance to the Community Hall and near the top of the bridge. **Action: The Clerk.** Completed but the pothole by the entrance to the Community Hall has not been repaired, the Clerk will report it again. **Action: The Clerk.**
* Change of date for the next meeting to 29th August 2018 and book the community Hall. **Action: The Clerk.** Completed.

1. Notification of any urgent business.

* None.

Meeting closed at 7:40 PM.

**Public Forum.**

There was a discussion of travellers caravans on the airfield at Eye, close to Castleton Way. It was agreed that they were the landowners responsibility and as a result Mr Grover will speak to Mr Baldwin.

District Councillor David Burn:

Councillor Burn made the following points:

* He had little to report.
* There was money in his locality budget, and which applications could be made to him.
* As a result of the Boundary Commission review the Palgrave Ward had been extended.
* Tree for life: a tree will be planted for all children born or adopted in the District: the parents had to make an application for this to happen.
* There was a discussion of the benefit of Yaxley of chicken factory.
* It was noted that the factory is in Yaxley, not Eye.
* Councillor Burn agreed to check the criteria for applications to the locality budget and whether this could include the proposed work on the cemetery.

Meeting reopened at 7:55 p.m.

Councillor Burn left the meeting.

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.
* Response to enquiry about grants – Gillian Hilder.
* PCC Update.
* UK Power Networks.
* Eye SNT Newsletter.
* 2025 Phase 3 Infographic.
* Electoral Review of Mid Suffolk.

1. Yaxley Allotments:

* Update on allotment gardens and tenancy agreement.

1. Report on the number of vacant plots: 21
2. Agree fee for tenancy agreements for 2018/2019.

* Unused plots:
  + As a result of the visit to the allotments at the beginning of the meeting it was agreed that they should be made safe and easy to maintain. To this end, it was agreed that a sign should be purchased for the gate at the entrance with the following: ACCESS FOR ALLOTMENT HOLDERS ONLY. CHILDREN MUST BE KEPT UNDER ADULT SUPERVISION. Proposed by Councillor Hawes and seconded by Councillor Wright.
  + The area to be cleared will be on the north and east sides of the allotments. This would remove the 10 plots by the fence and 2 rows, 3 plots wide at the side. The compost heap and debris will also be cleared.
  + An approach will be made to Mr Hammond, Mr Kemp and Mr Newcombe to request that they quote for the work. **Action: The Clerk.**
* Water supply to the allotments.
  + Nothing to report.

1. Highway matters:
   1. Meeting with Highways:
      1. Outcome of consultation on parking restrictions at the T-junction of the Street and Eye Road.
         * The Clerk will approach Councillor Fleming for an update. **Action: The Clerk.**
      2. Pedestrians, including young children, using Mellis Road at peak times.
         * Nothing to report.
      3. Review of the effectiveness of the current Speed Indicator Device and the possible purchase of another. Response from Councillor Fleming.
         * It was agreed to purchase a second speed indicator device and to request that Councillor Fleming should pay 50% of the cost from her budget, proposed by Councillor Wright and seconded by Councillor Moore.
      4. Cutting Amendment – Rights of Way.
         * It was agreed that the Clerk should reply to this enquiry by saying that the Parish Council wants all the footpaths to be cut. **Action: The Clerk**.
2. Finances and financial report.
   1. Balances on Accounts: 27th July 2018.
      1. Current account: £5,711.32.
      2. Deposit account: £5,575.60

* Noted.
  1. Audit report.
     + The audit report had been given to Councillors and there were no questions.
     + Councillors noted the various comments in particular those related to data protection and the Transparency Code. In relation to the transparency code, the Clerk told councillors that the documents required had now been added to the website.
  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 and included a bank reconciliation for both accounts.
     + There were no questions from Councillors.
  3. 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 | 101137 | £244.10 | LGA 1972 S112 |
| HMRC | PAYE | 101138 | £55.80 | LGA 1972 S112 |
| David Newcombe | Grass cutting | 101139 | £70.00 | LGA 1972 S111 |
| Material Change | Playground Chips | 101140 | £291.00 | LGA 1972 S111 |
| SPS | Subscription | 101142 | £30.00 | LGA 1972 S111 |
| ICO | Subscription | 101143 | £40.00 | LGA 1972 S111 |

* It was unanimously agreed to pay the invoices listed above, proposed by Councillor Wright and seconded by Councillor Hall.
  1. Requests for financial support: none.
  2. Receipts: none.

1. Yaxley Community Centre:

* Nothing to report.

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

* It was agreed that the Chairman should write a report for the Messenger on the work of the Parish Council. **Action: The Chairman.**

1. Review of
   1. Standing Orders (further changes).

* The standing orders with the latest amendment had been circulated to Councillors.
* The standing orders were adopted.

1. General Data Protection Regulation.
   1. Policies.

* The policies had been circulated to Councillors and they were adopted.

1. Planning:
   1. Applications:
      1. Application number – DC/18/03226

Location: The Lodge, Hall Lane, Yaxley, IP 23 8BY.

Proposal: Installation of window to gable end for loft conversion

* The Council agreed to make no comment.
  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: 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,

* + 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,

* + 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,

* 1. Planning decisions:
     1. Approved:
        + Application for Planning Permission - DC/18/02304

Proposal: Householder Planning Permission - direction of single storey extension and garage.

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

* + 1. Refused: none,
    2. Discharge of Conditions: none.
  1. Withdrawn: None.
  2. 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.
      * + Caps to cover screws were needed.
        + The hedge needs to be cut back.
        + There was a problem with the mats beneath the 2 swings as the wood chips were being forced underneath them. It was agreed that they should be relayed, and quotations will be requested for this work. **Action: The Clerk**.
        + Councillor Hall will cover the next period.
   2. Annual Play Inspection Report.

* Nothing to report.

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

* The grass had been cut recently and the memorials were safe.
  1. Quotation for work on the cemetery.
* It was agreed that the Clerk should contact Mr Kemp for a further quotation for this work. **Action: The Clerk**.

1. To receive Councillor’s reports.
   1. Councillor Luff – EPR. Nothing to report.
   2. SALC. Nothing to report.
   3. Councillor Moore - Yaxley Town Estates Fund. Nothing to report.
2. 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 3rd October 2018.

* An inspection cover near to the recycling bins appears to be collapsing and will be reported. **Action: The Clerk**

Meeting closed at 9:08 p.m.