**Minutes of the Meeting of Yaxley Parish Council held on 8th May 2019**

**at 7.30 p.m.**

**Present:**

Councillor A Luff Councillor I Luff Councillor M Fisher.

Councillor J Laughlin Councillors J Hawes Councillor K Pawsey

Councillor C Wright Councillor J Moore. Councillor R Hall.

P Freeman Parish Clerk.

No members of the public.

1. Apologies for Absence.
2. Chairman’s Opening Remarks:
* The Chairman welcomed everyone to the meeting and in particular James Laughlin who had been co-opted to fill the vacancy on the Council.
1. Councillor’s Declaration of Interests in Agenda Items.
* None.
1. Minutes of the Previous Meetings held on 8th May 2019.
* 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 Pawsey.
1. Matters arising from the minutes:

**Action Points:**

Notes on the action are in red.

* Quotes for completing a tree risk assessment on Parish Council land. **Action: The Clerk.**
* Write to James Laughlin to offer him the opportunity to fill the vacancy on the Parish Council. **Action: The Clerk.** Completed.
* Send Cllr Pawsey a copy of the Code of Conduct. **Action: The Clerk.** Completed.
* Contact the Footpaths Officer about registering footpaths before 2026. **Action: The Clerk.** Completed. Councillor Hawes agreed to investigate this.
* Next agenda: **Action: The Clerk.** Completed.
	+ Security of the Community Centre car park.
	+ Advice on free school transport for children from Yaxley.
	+ Cheques for Yaxley PCC and Community Centre from the Recycling Credit.
* Contact Paul Kemp about the work to clear the allotments. **Action: The Clerk.** Completed.
* Change the time and location for the visit to Yaxley of the Mobile Post Office. **Action: The Clerk.** Completed.
1. Notification of any urgent business.
* None.

Meeting closed at 7:45 p.m.

**Public Forum.**

Councillor Jessica Fleming, Hartismere Division, Suffolk

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**Highways Self Help Scheme -** Suffolk Highways has launched a programme to enable certain types of works to be undertaken by Town and Parish Councils including: Sign cleaning, tree pruning, and grass verge cutting. Parishes can receive council support including training and equipment, and may carry out these tasks through contractors, volunteers or by purchasing services from SCC. Details and joining directions for the Community Self Help are at: [www.suffolk.gov.uk/communityselfhelp](https://www.suffolk.gov.uk/roads-and-transport/community-self-help-scheme/)

**Work on A14 -** Highways England is planning to close the A14 at night during the working week on several occasions starting the end of June until middle of July. Exact dates and will be available shortly. The diversion route between the A14/ A140 junction at Beacon Hill and the A143/ A14 junction near Bury will be via the A140 an A143.

**New County Exercise Referral Scheme Quality Standard** - has been developed by SCC Public Health and partners to encourage participation by GPs and patients. The Exercise Referral Schemes enables GPs and health professionals to refer patients with long-term health conditions to a fitness programme within the community which adheres to National Institute for Health and Care Excellence (NICE) guidelines. Enquire with your GP if interested.

**Energy Grants** - A range of energy and environmental funding for community projects can be found at; <http://www.greensuffolk.org/green-communities/grants-and-funding-opportunities/>

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.
* Allotment Water Bowser
* Mobile Post Office.
* State of the grass in Yaxley Cemetery.
* Eye Neighbourhood Plan.

1. Yaxley Allotments:
* Update on allotment gardens and tenancy agreement.
1. Report on the number of vacant plots: 23.
* Unused plots:
	+ Report on clearance of unused plots:
		- The work is progressing well, and the plan is that it should now be a low maintenance area.
	+ Herbicide to be sprayed on the unused plots in the area that is still in use.
		- Mr Kemp has cut down the weeds on these plots.
1. Highway matters:
	1. Meeting with Highways:
		1. Pedestrians, including young children, using Mellis Road at peak times.
* Nothing to report.
	+ 1. Quotation to clear footpath of soil and vegetation from Thornham Road to Mellis Primary School.
* A quotation for the work had been received from Mr Newcombe and following a discussion of the Self Help Scheme it was agreed to proceed. Proposed by Councillors Hawes and seconded by Councillor Fisher.
	+ 1. Access by Progress Power to the sub-station across the hardstand. Update.
* Nothing to report.
	+ 1. Church View/Old Ipswich Road.
* The Highways Department of Suffolk County Council has refused to take any action on the report of the potholes on this road. It was agreed to report the pothole problem again. **Action: The Clerk.**
	+ 1. Vegetation at the entrance to Cherry Tree Close.
* It was agreed to ask Mr Hammond to cut the vegetation to a height of 400 mm, proposed by Councillor Pawsey and seconded by Councillor Moore. **Action: Councillor Pawsey.**
	+ 1. HGVs using the road through Yaxley to the A143.
* Following a discussion of the problems caused by HGV vehicles on the road through Yaxley, particularly when sugar beet are being taken to a factory, it was agreed to write to British Sugar. There will be a request that lorries should not use the road through Yaxley and Mellis as a shortcut to the A143. However, it was recognised that lorries would still need to use this road to access local farms. Proposed by Councillor Pawsey and seconded by Councillor Hall. **Action: The Clerk.**
1. Finances and financial report.
	1. Balances on Accounts: 28th May 2019.
		1. Current account: £6,064.07.
		2. Deposit account: £5,583.94
* The bank account balances were noted.
	1. Financial report and bank reconciliation.
* The financial report and bank reconciliation for 2019/2020 will be reported at the next meeting.
	1. Annual Accounts.
* It was agreed to use the auditors that had been used in 2018, Heelis and Lodge. The Clerk will send the documentation**. Action: The Clerk.**
	1. 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 |  | £264.44 | LGA 1972 S112  |
| HMRC | PAYE |  | £64.40 | LGA 1972 S112 |
| Yaxley PCC  | Donation |  | £170.62 | LGA 1972 S111 |
| Yaxley Community Hall Committee | Donation |  | £170.62 | LGA 1972 S1121 |
| David Newcombe | Work on Cemetery and grass cutting |  | £70.00 | LGA 1972 S1121 |

* it was agreed to pay the invoices listed above, proposed by Councillor Pawsey and seconded by Councillor Wright.
	1. Requests for financial support: SARS. Following a discussion, it was agreed to make a donation of £50, proposed by Councillor Hawes and seconded by Councillor A Luff.
	2. Receipts:
		1. Allotment rent: £20.00
		2. Suffolk County Council: £1,400.00
1. Yaxley Community Centre:
	1. Security of the car park.
* Various options were discussed to improve the security of the car park. It was agreed that Councillor Hawes would raise this matter at the next meeting of the Yaxley Community Centre Committee**. Action: Councillor Hawes.**
1. Registration of footpaths
* See above.
1. Tree liabilities and risk assessment.
* Following a discussion of the difficulty of finding a tree surgeon to carry out a survey and risk assessment of trees on the land for which the Parish Council is responsible it was agreed to approach Mr Bobby, a local tree surgeon. He will be asked to should advise the Parish Council on the current risks. Councillor Fisher offered to contact him and put him in touch with the Clerk. **Action: Councillor Fisher and the Clerk**.
1. Parish Council matters for publication in the Yaxley Messenger.
* The proposed work on the footpath from Yaxley to Mellis Primary School.
1. Eye Airfield:
* Nothing to report.
1. Planning:
	1. Applications:
		1. Application for Outline Planning Permission - DC/19/02657

Proposal: Outline Planning Application (including access, all other matters reserved)- Erection of 2no. single storey dwellings and Erection of garage to existing cottage.

Location: Hartley Cottage, Mellis Road, Yaxley, Eye Suffolk IP23 8DG

Following a discussion, it was agreed to object to this application for the following reasons, proposed by Councillor Hall and seconded by Councillor Pawsey:

* + - * It is a significant development and the plans submitted so far are vague with only one elevation of drawings. It is not clear how many dormer windows would be in place.
			* There would be an additional access on the Mellis Road, and it is anticipated that cars will be parked on the Mellis Road, particularly when there are visitors to the properties, which already has serious issues over traffic. In particular, as this is opposite the entrance to the riding stables where there can be quite large vehicles entering and leaving the premises. It will be difficult to ensure that there will be sufficient space to ensure there is a good visibility splay.
			* There are trees on site what work will be done with them?
			* There will need to be plans to install sustainable drainage.
			* There is concern that access would be via agricultural land.
			* To build two dwellings on the site is not sustainable and one property at least would be outside the settlement boundary.
			* One dwelling could be built which would use the same access as Hartley Cottage.
			* It overlooks adjacent properties.
		1. Application for Planning Permission - DC/19/02267

Proposal: Planning Application - Creation of a temporary access road between the A140 and Leys Lane, Yaxley for use during the construction of the Progress Power Limited Power Station

Location: Land Between A140 And Leys Lane, Yaxley, Suffolk

* The Council agreed to make no comment
	+ 1. Application for Planning Permission - DC/19/02268

Proposal: Planning Application - Partial realignment of approved high voltage cable route and installation of a new water pipeline in association with the Progress Power Limited Power Station.

Location: Land West of Leys Lane Yaxley and Land Between Leys Lane and Potash Lane Eye, In the Parishes of Yaxley and Eye

* The Council agreed to make no comment
	1. Applications – no decisions to date:
		1. Non-Material Amendment - Town and Country Planning Act 1990

Proposal: Non-material amendment to Householder Application DC/17/05749. Weatherboarding cladding to completed extension and part of existing building. Remaining parts of building to be rendered smooth.

Location: 15 Maple Close, Yaxley, Eye, Suffolk IP23 8DQ

* + 1. Various Applications for Progress Power Station listed previously.
		2. Application DC/19/00657

Proposal: Full Planning Application - Erection of 2no. B8 storage buildings and link extension between buildings 6 and 7.

Location: Land on Eye Airfield, Ipswich Road, Eye, Suffolk

* + 1. Application DC/19/00108

Proposal: Full Planning Application - Erection of factory with an adjoining two-storey production office, a warehouse extension, a loading dock building, material stockpile and two storey administration office building. Provision of 9no. caravans for temporary accommodation for seasonal staff. Creation of vehicular access.

Location: Chestnuts Farm, Langton Green, Eye, Suffolk IP23 7HL

* 1. Planning decisions:
		1. Approved:
			+ Application for Consent to Carry Out Works to Tree(S) Protected by A Tree Preservation Order - DC/19/01905

Proposal: Notification of Works to Trees Protected by a Tree Preservation Order - 3no. Pine

Trees to be sympathetically thinned to reduce weight of the branches.

Location: Chevington Cottage, Church Lane, Yaxley, Eye Suffolk IP23 8BU

* + 1. Refused:
		2. Discharge of Conditions: none
	1. Withdrawn: none.
	2. Appeal by none.
1. Play area:
	1. To receive Play Area Inspection Report.
* All was in order.
* Councillors thanked Councillor Wright for carrying out the inspection.
* Councillor Hall offered to take responsibility for the next period.
	1. Annual Play Inspection Report.
* It was agreed that it would be helpful to prepare a plan for the replacement of the equipment.
1. Yaxley Cemetery:
	1. To consider inspection report - Councillor J Hawes.
* The memorials are safe.
* The grass is now growing on the turf that was laid in the spring.
* The hedge will need to be cut at an appropriate time.
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 on 24th July 2019.
* There had been a report that someone was sleeping rough on the playing field behind Yaxley Community Centre. Councillor Hawes offered to investigate this.

Meeting closed at 9:00 p.m.