**Minutes of the Meeting of Yaxley Parish Council held on 7th October 2020**

**at 7.30 p.m. by video conferencing.**

**Present:**

Councillor J Moore Councillor I Luff Councillor M Fisher.

Councillor J Hawes Councillor C Wright. Councillor A Luff

Councillor Pawsey

County Councillor Jessica Fleming.

District Councillor David Burn

P Freeman Parish Clerk.

Two members of the public.

1. Apologies for Absence.

* Councillor Hall and Councillor Laughlin.

1. Chairman’s Opening Remarks.

* The Chairman welcomed everyone to the meeting.

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

* None.

1. Minutes of the Previous Meetings.

* The minutes of the previous meeting were agreed as a true record, proposed by Councillor A Luff and seconded by Councillor Hawes.

1. Matters arising from the minutes:

**Action Points:**

Notes on the action are in red.

* The Clerk will send reminders about the payment of the outstanding rents. **Action: The Clerk.** Completed.
* The Clerk will try to postpone the annual report process until the Play Area can be reopened. **Action: The Clerk.** Completed.
* The Clerk will report the damaged sign on Hall Lane, **Action: The Clerk.** Completed. It was agreed to report again.

1. Notification of any urgent business.

* None.

**Public Forum.**

Meeting closed at 7:36 p.m.

Councillor Jessica Fleming, Hartismere Division, Suffolk

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

**COVID Updates** - Suffolk’s Local Outbreak Control Plan can be found at <https://www.suffolk.gov.uk/coronavirus-covid-19/suffolks-response/>

**COVID support line for general assistance –** a new phoneline has been set up as of 1st October to help access information or support relating to debt, benefits, housing or employment. The phoneline, **0800 068 3131**, is open from 9am to 5pm Monday to Friday.

**Suffolk Corona Watch –** Suffolk Public Health has set up a dedicated web site available on [www.healthysuffolk.org.uk/jsna/coronawatch](http://www.healthysuffolk.org.uk/jsna/coronawatch).

**Dangerous Bend at Cherry Tree -** The Speed & Safety have agreed to install safety measures in Yaxley at this location but are seeking some parish funding contribution. The design and costing are under discussion.

**Quiet Lanes Programme** - Suffolk County Council will be investing in promoting new Quiet Lane designations using the Suffolk 2020 Fund to promote health and wellbeing in Suffolk. A Quiet Lane is a nationally recognised designation of single-track low usage road suitable for walking, cycling and horses with limited access for motorised vehicles[[1]](#endnote-1). Suffolk County Council is asking parish and town councils to register their interest on Quiet Lanes Suffolk [website](https://sites.google.com/view/quietlanessuffolk/home)  Once registration of interest has been recorded, it will then be explored in detail by the Quiet Lanes Suffolk team.  
**Fast EV Charging Points -** Suffolk County Council along with Plug-in Suffolkis funding new EV fast-charging points which may be suitable for rural towns and villages. These sites do not require registration, membership or apps - drivers simply park and charge using contactless payment.

For further information on this programme or to apply to join the Plug-in Suffolk network, visit [www.greensuffolk.org/plug-in-suffolk](http://www.greensuffolk.org/plug-in-suffolk)

**School Year 2021 primary and secondary school applications open -** Parents and carers can now apply for primary and secondary school places for September 2021. The deadline for applications for secondary school is Saturday 31 October 2020 and for primary schools it is Friday 15 January 2021. Parents and carers should apply for a school place online at [suffolk.gov.uk/admissions](https://www.suffolk.gov.uk/children-families-and-learning/schools/school-places/)

* The Highways Department of Suffolk County Council has agreed to install a sign and other safety devices to reduce the dangers on the bend by the Cherry Tree Public House, but it will be at a cost of approximately £5,000.
* The Chair thanked Councillor Fleming for her support with this problem and it has taken a considerable amount of pressure from the Parish Council for it to be achieved.

Councillor Burn made the following points in his report:

* There is a new helpline to Mid Suffolk District Council which will enable local people to access information or support on benefits or housing. The numbers claiming Universal Credit have increased by 75% since March 2020 and there has been an increase of 238% in the use of food banks.
* The Citizens Advice Bureau (CAB) Suffolk Alliance, which represents 8 CABs which are open from 9:00 a.m. to 5:00 p.m. Monday to Friday.
* The latest five-year land supply statement was made on the day before this meeting and it shows that the Council has a supply for 7.67 years.
* Planning for the Future: the Government’s reform of planning system has been published.
* There is a standard method to calculate the housing requirement in an area. Affordability in different areas where the price of property has gone up could involve a plan to build houses to make them more affordable. The number of houses which would be required to be built in Mid Suffolk District Council’s area has been increased to 749 but the Council feels this is a backward step. In Babergh District Council the number has been increased to 789.
* A Joint Local Plan to be put forward for approval in November 2020 is being prepared and it will then be sent to the inspector and should receive final approval by early 2022.
* The average local plan takes seven years to prepare and it was in 2017 when Babergh and Mid Suffolk District councils decided to review their local plans.

Meeting reopened at 7:58 p.m.

1. Correspondence received.

* Various documents from SALC.
* Emails from Community Action Suffolk.
* Town and Parish Council Newsletter.
* Various emails from the Highways Department Suffolk County Council.
* Clerks and Councils Direct.
* COVID-19
* Burglaries.

1. Yaxley Allotments:

* Update on allotment gardens and tenancy agreement.

1. Report on the number of vacant plots: 22.
2. Request for 2 allotments.

* The application for 2 allotment plots was approved.

1. Report on the review of the allotments.
   * + - Mr Hammond had been approached to see if he would be prepared to take on some of the allotment land if it is taken out of use for allotments.
       - In the discussion that followed it was noted that it would probably be necessary to submit a planning application for change of use for the land.
       - If some plots are taken out of use and returned to agricultural use the hedge would have to be removed and a new one planted.
       - The Clerk has approached Mr Kemp for a quotation for the work that would be necessary.
       - It was agreed to postpone any further discussion until the cost of the work is known.

* Thefts from sheds.
  + There have been thefts of low value equipment from the allotment shed and of crops from the plots.
  + The thefts have been reported to the police.
* Unused plots:
  + Grass cutting
    - Mr Newcombe has cut the grass on the unused plots.

1. Finances and financial report.
   1. Balances on Accounts: 28th September 2020.
      1. Current account: £5,482.38
      2. Deposit account: £5,596.53

* Councillors noted the account balances.
  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. Audit Report
* The Clerk has contacted the Auditor and asked that one point on the report should be changed.
  1. Agree to accept the National Salary Award for the Clerk.
* Councillors agreed to adopt the National Salary Award for the Clerk, proposed by Councillor Hawes and seconded by Councillor Wright.
  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 | 101255 | £422.75 | LGA 1972 S112 |
| HMRC | PAYE | 101256 | £84.00 | LGA 1972 S112 |
| David Newcombe | Grass cutting burial ground, well seat and village sign. Paid by the Clerk. |  | £70.00 | LGA 1972 S111 |
| Business Services at CAS LTD | Insurance Premium (3-year agreement) | 101257 | £391.02 | LGA 1972 S111 |
| David Newcombe | Grass cutting burial ground, well seat and village sign and allotments | 101258 | £220.00 | LGA 1972 S111 |
| Heelis and Lodge | Annual Audit | 101259 | £213.00 | LGA 1972 S111 |
| One Suffolk | Annual Website Hosting | 101260 | £60.00 | LGA 1972 S111 |

* It was unanimously agreed to pay the invoices listed above, proposed by Councillor Wright and seconded by Councillor Moore. The Clerk will take the cheques to Councillors Hawes and Pawsey to be signed
  1. Renewal of Long-Term Insurance Agreement
* Councillors agreed that the Parish Council should enter into a new Long-Term Insurance Agreement, proposed by Councillor Wright and seconded by Councillor A Luff.
  1. Requests for financial support: Headway, Suffolk.
  2. Receipts:
     1. MSDC – Precept: £3,125.00
     2. MSDC – Recycling: £415.52
        + It was agreed to divide the money equally between Yaxley Parochial Church Council and Yaxley Community Centre
     3. Bank interest: £0.77
     4. Annual Rents:
        + Access across Yaxley Community Centre car park: £100.00
        + Kier Integrated Services LTD for storage of road materials on hard stand area: £575.00
          - The income from the annual rents has been received.

1. Highways:
   1. Bend by the Cherry Tree Public House.

* See above.
* In the discussion of the proposal by Councillor Fleming the Parish Council agreed that it would make a contribution to the cost of the work on the bend, proposed by Councillor Hawes and seconded by Councillor Moore.
* It was agreed that the Parish Council will register under the Quiet Lane Project the following roads: Leys Lane, Judas Lane and Thornham Road.

1. COVID-19.

Closure of Play Area due to Government advice during the current pandemic:

* The Parish Council has received a complaint about the closure of the Play Area during the current pandemic.  It was agreed with the complainant that the Council would discuss the complaint at this meeting. The emails the Parish Council had received had been sent to Councillors.

The following points were made in the discussion:

* The Chairman has checked other Play Areas, and some are open, but it appears commercial Play Areas have remained closed.
* The Parish Council has a health and safety responsibility for the Play Area, and interprets Government Guidelines as requiring a cleaning regime, supplying a hand sanitiser and emptying the bin regularly. It is not prepared to ask volunteer councillors to empty bins possibly containing used PPE
* It was noted in the discussion that it is coming to a quieter time of the year for the use of the Play Area and it was agreed there was no reason to open it again before the Spring.
* It was also agreed that essential maintenance work will need to be undertaken prior to its reopening in the Spring if the guidance from the Government allows it to reopen. This will take into account the recent Annual Report on the play equipment and the area on which it is situated.
* These were agreed unanimously proposed by Councillor Wright and seconded by Councillor Moore.
* No other comments about the closure of the Play Area had been received and the Chairman made a point of highlighting it in his recent article in the Yaxley Messenger.

Government guidelines clearly state that 'Owners and operators responsible for playgrounds and outdoor gyms will have discretion over when they consider it safe to open'. At this time, the Play Area will remain closed.

1. Planning:
   1. Applications:
      1. Application for Planning Permission - DC/20/04045

Proposal: Application for Outline Planning Permission (some matters reserved, access to be considered). Town and Country Planning Act 1990 - Erection of 1No detached dwelling and garage.

Location: Land South of Mill House, Old Ipswich Road, Yaxley, Eye Suffolk IP23 8BX

It was agreed that Yaxley Parish Council would object to this application:

* It would be helpful to have additional information about the proposed building:
  + The type of dwelling.
  + The height of the building.
  + Whether the site will be excavated or left at the current level.
* There is no reference to the change of ground level and how the steepness of the access will be addressed.
* The position of the access is such that the visibility splay would interfere with a property which is not part of the site of the development.
* It is not infill and neither is it infill within a settlement boundary.
* Inaccuracies in the supporting documentation:
  + There is no main sewer in the area.
  + There is no pavement for the entire way to either Mellis Primary School or Eye. The walking route to both is hazardous. It is not a sustainable location by virtue of requiring a car for access to either destination.
  + The planned property lies outside the existing and the proposed settlement boundary.
  + The distance to Grade 2 listed Valley Farm is disputed.
    1. Application for Planning Permission - DC/20/04014

Proposal: Householder Planning Application - Erection of a three-bay cart lodge/garage with storage within attic space and associated permeable drive.

Location: The Villa, Ipswich Road, Yaxley, Eye Suffolk IP23 8BZ

* Yaxley Parish Council supports the application with one condition that the building must not be used as a dwelling
  1. Applications – no decision: none.
  2. Planning decisions:
     1. Approved:
        + Application for Planning Permission - 20/03268

Proposal: Householder Planning Application - Erection of first floor and single storey rear extensions. Erection of detached triple bay garage/cart lodge (following demolition of outbuildings).

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

* + 1. Refused: none.
    2. Discharge of Conditions: none
  1. Withdrawn: none.
     1. Appeal: none.

1. Play Area:
   1. To receive Play Area Inspection Report.
      * + Concern was expressed about members of the public walking their dogs on the play area. The Chairman will add a piece in the Messenger to remind dog walkers that they should not be walking their dogs across this area .
        + Councillors thanked Councillor Fisher for her work to monitor the play area and the Chairman agreed to take on this role until the next meeting.  **Action The Chairman.**
   2. Annual Report.

* See above .

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

* Councillor Hawes reported that all is in order and the grass was due to be cut.

1. Defibrillator and Bottle Bank.
   1. To receive a report on the defibrillator.
      * + Councillor Hall has monitored the defibrillator, and all is in order. **Action The Chairman.**
   2. To receive a report on the bottle bank.

* The bottle bank is tidy.
* The Chairman will take responsibility until the next meeting.

1. AOB - Any items raised earlier but not for an extended discussion or decisions and items for inclusion at the meeting on 18th November 2020.

* There are still problems with plastic blowing from the skips at Cranswick Chicken Processing Plant. **Action: The Clerk.**

Meeting closed at 9:17 p.m.

1. [↑](#endnote-ref-1)