**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 Moore Councillors Hawes Councillor K Pawsey

Councillor C Wright

County Councillor J Fleming

District Councillor D Burn.

P Freeman Parish Clerk.

No members of the public.

1. Election of Officers:
   1. To elect a Chairman of the Council

* The Clerk took the chair for this item.
* Councillor I Luff was elected as Chairman of the Council, proposed by Councillor Pawsey and seconded by Councillor Wright.
  1. To receive the Chairman’s declaration of acceptance of office or, if not then received, to decide when it shall be received.
* The Chairman’s declaration of acceptance of office was completed.

1. To elect a Vice-Chairman of the Council.

* Councillor J Moore was elected as Vice-Chairman of the Council, proposed by Councillor Hawes and seconded by Councillor Pawsey.

1. Apologies for Absence.

* Councillor Hall.
* There was a vacancy on the Council following the recent election. Following a discussion of two candidates it was agreed unanimously to appoint James Laughlin to the vacancy, proposed by Councillor Pawsey and seconded by Councillor Moore. The Clerk will contact Mr Laughlin and send him the forms he will have to complete. **Action: The Clerk.**

1. Chairman’s Opening Remarks:

* The Chairman welcomed everyone to the meeting and congratulated the Councillors on their re-election.

1. Councillors’ Acceptance of Office.

* Completed.

1. To receive declaration of interest forms from members.

* Completed.

1. To receive completed Code of Conduct from members

* Completed.

The Clerk will send Councillor Hall the above forms that he has to complete. **Action: The Clerk.**

1. Minutes of the Previous Meetings held on 13th March 2019.

* The minutes of previous meeting were agreed as a true record and were signed by the Chairman, proposed by Councillor Hawes and seconded by Councillor Fisher, with the following amendment: agenda item 21 - Update of Title to the Allotment Land, second bullet point should read: the area had been parish land for hundreds of years…..

1. Matters arising from the minutes:

**Action Points:**

Notes on the action are in red.

* Obtain quotes to clear and tidy the allotments. **Action: The Chairman.** Completed.
* Councillor Fleming will investigate financial support (£1,400) for the purchase of an additional SID. **Action: Cllr Fleming.** Send the email to Councillor Fleming about the cost of the SID. **Action: The Clerk.** Completed.
* Quotes for completing a tree risk assessment on Parish Council land. **Action: The Clerk.**
* Contact Mr Newcombe to accept the quote for the work to level the burial ground, **Action: The Clerk.** Completed.
* Report on the vehicle monitoring survey, to be sent to Councillors. **Action: The Clerk.** Completed.
* Contact Luke Merton to request that instructions are given to the drivers of HGVs working on the southern roundabout on the A140 that they should not use the road through Yaxley as a shortcut to the A143. **Action: The Clerk.** Completed.
* Cllr Hawes will email The Clerk the quotes for the replacement doors on the Community Centre building. **Action: Cllr Hawes.** Completed.
* The Chairman will help with the completion of the application forms for a grant from the wind turbine fund. **Action: The Chairman.** Completed. A letter has been requested from Councillor Burn to support the application and he will email it to The Clerk.
* Contact the Community Hall Committee to change the date of the APM and the Annual Meeting of the Parish Council to 8th May 2019. **Action: The Clerk.** Completed.
* Report pothole on Castleton Way. **Action: The Clerk.** Completed.
* Report that the white lines in front of the Cherry Tree Public House need to be replaced. **Action: The Clerk.** Completed.
* Signs beside the road should have a finite lifespan e.g. Mellis Mill, Councillor Burn will report them as consent is required.

1. Notification of any urgent business.

* Cars are using the Community Centre car park late at night. The security of the car park will be discussed at the next meeting. **Action: The Clerk**

**Public Forum.**

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.
* Suffolk free school bus service.
* Crime rate.
* Cat shooting in Yaxley.
* MSDC Housing Land Supply Situation Review 2019.
* The Cherry Tree Beer Garden.
* Healthwatch Suffolk.
* Invitation to Eye Town Council Mayor’s Parade and Service.
* Suffolk View.

1. Yaxley Allotments:

* Update on allotment gardens and tenancy agreement.

1. Report on the number of vacant plots = seven with 23 vacant.

* Unused plots:
  + A quotation of £3,200 has been received to clear the unused allotment plots so that they can be maintained more easily.
  + It was agreed that the markings should be maintained, and a community orchard was suggested for the land that will be left unused.
  + Following a discussion, it was agreed, by five votes to one vote, that the quotation should be accepted in the interests of safety, proposed by Councillor Hawes and seconded by Councillor Pawsey. **Action: The Clerk.**

1. Highway matters:
   1. Meeting with Highways:
      1. Pedestrians, including young children, using Mellis Road at peak times. Nothing to report.
         * The footpath from Thornham Road to Mellis Primary School is partly covered with soil and grass. In addition, the hedge adjacent to the footpath is overgrown and makes it difficult for pedestrians to use.
      2. Traffic survey. Nothing to report.
      3. Access by Progress Power to the sub-station across the hardstand. Update.
      * There was a discussion of the offer from Drax which has been dealt with by the Parish Council’s agent.
2. Finances and financial report.
   1. Balances on Accounts: 26th April 2019.
      1. Current account: £5,321.69.
      2. Deposit account: £5,583.94
      * The bank balances were noted.
   2. Financial report and bank reconciliation.
      * The final accounts for the 2018/2019 financial year had been sent to Councillors.
      * Councillor Wright had carried out a check and had made a few suggestions for alterations.
      * The accounts were agreed, proposed by Councillor Pawsey and seconded by Councillor Fisher.
      * It was also agreed that the Parish Council should apply for an exemption from an external audit, proposed by Councillor Moore and seconded by Councillor Pawsey.
      * Councillors thanked Councillor Wright for his work checking the accounts.
   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 |  | £291.40 | LGA 1972 S112 |
| HMRC | PAYE |  | £64.45 | LGA 1972 S112 |
| SALC | Subscription |  | £251.77 | LGA 1972 S111 |
| D Newcombe | Grass cutting |  | £70.00 | LGA 1972 S111 |
| D Newcombe | Work on Cemetery and grass cutting |  | £1,160.00 | LGA 1972 S111 |

* It was unanimously agreed to pay the invoices listed above, proposed by Councillor Wright and seconded by Councillor A Luff.
  1. Requests for financial support: none.
  2. Receipts:
     1. MSDC Locality Budget: £1,000.00
     2. MSDC Precept: £2,625.00
     3. MSDC Recycling Credits: £341.24
     4. Kier Integrated Services LTD: £540.75
        + Councillors noted the income received.

1. Yaxley Community Centre:
   * + - Councillors thanked Councillor Fisher and Councillor Hawes for representing the Parish Council at the recent meeting of Yaxley Community Centre Committee.
       - An application has been made to the Wind Turbine Fund.
2. Matters Arising from the Annual Parish Meeting

* None.

1. Neighbourhood Watch

* There was no interest from Councillors in developing the Neighbourhood Watch further.
* However, the Clerk will contact Mr Beatty and ask that the ‘Eye to Eye’ emails should be sent to him and he will circulate them using the Parish Council’s email list. **Action: The Clerk.**

1. Tree liabilities and risk assessment.

* Nothing to report.

1. Mobile Post Office.

* The current arrangement for the Mobile Post Office has not been a success.
* It was agreed to suggest a change of location, to the layby on Eye Road, and a change of time to between 11:00 and 12:00. **Action: The Clerk.**

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

* The Chairman will prepare a report based on the Annual Parish Meeting. **Action: The Chairman.**

1. Eye Airfield:

* Nothing to report.

1. Planning:
   1. Applications:
      1. Application for Consent to Carry Out Works to Tree(S) Protected by a Tree Preservation Order - DC/19/01276

Proposal: Notification of Works to Trees Protected by a Tree Preservation Order - Reduction of 3no. Pine Trees. (T1, T2 and T3)

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

Withdrawn and replaced with iv.

* + 1. Application for Discharge Of Condition(S) - DC/18/05638

Proposal: Requirement 4 of the Progress Power (Gas Fired Power Station) Order 2015 as Amended

Location: Progress Power, Eye.

* + 1. Application for Discharge of Condition(S) - DC/18/05639

Proposal: Requirements 10, 19-(2) and 4-(g) pursuant to The Progress Power (Gas Fired Power

Station) Order 2015 (S.I 2015/1570) as amended.

Location: Progress Power, Eye.

* + 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. Applications – no decisions to date:
     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

* + - * Planning Ref: SCC/0110/18MS

Proposal: Eye Airfield junction improvements incorporating a link road tying into the A140 and B1077 including 2 new roundabouts, road improvement measures and associated works.

Location: Eye Airfield and land adjoining the A140 Roundabouts and Link Road improvement scheme.

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

1. Play area:
   1. To receive Play Area Inspection Report.
      * + Mr Feaver reported that he had tightened a handle and the ladder, as on the latter one bar was loose.
        + He had removed some weeds and knocked in the pin which supports the litter bin.
        + Councillors thanked Mr Feaver for his work on the Play Area and as a Councillor.
        + Councillor Wright offered to take responsibility until the next meeting.
   2. Annual Play Inspection Report.

* Nothing to report.

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

* All is in order the memorials are secure and the grass has been cut.
* Councillors thanked Councillor Hawes for his work monitoring the Cemetery
  1. Quotation for work on the cemetery.
* The work has been carried out.

1. To receive Councillor’s reports.
   1. Councillor Luff – EPR - nothing to report.
   2. SALC - it was agreed that the Clerk would take advice on the need to register foot paths by 2026 from SALC. **Action: The Clerk.**
   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 on 12th June 2019.

* See above under agenda item 10.

Meeting closed at 9:06 p.m.