**Minutes of the Meeting of Yaxley Parish Council held on 13th March 2019**

**at 7.30 p.m.**

**Present:**

Councillor A Luff Councillor I Luff Councillor M Fisher.

Councillor J Moore Councillors Hawes Councillor R Hall

Councillor B Feaver Councillor C Wright

County Councillor J Fleming

P Freeman Parish Clerk.

No members of the public.

1. Apologies for Absence.

* Councillor Pawsey,

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

* None.

1. Minutes of the Previous Meetings held on 30th January 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 A Luff.

1. Matters arising from the minutes:

**Action Points:**

Notes on the action are in red.

* Make an application to the Locality Budget for the work on the Cemetery. **Action: Cllr Burn and The Clerk.** Completed.
* Obtain quotes to clear and tidy the allotments. **Action: The Chairman.** Completed.
* Contact Mr Kemp about a quote for work on the cemetery. **Action: The Clerk.** Completed. The Chairman will remind Mr Kemp when he meets him on the day following this meeting. **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.**
* Respond to the following planning applications: **Action: The Clerk.** Completed.
  + A140 Roundabouts and Link Road improvement scheme.
* Contact Mr Newcombe to accept the quote for the work on the burial grounds, by the noticeboard, the village sign and well site. **Action: The Clerk.** Completed.
* The Chairman and Councillor Fleming will arrange to meet representatives of the chicken processing factory to discuss a voluntary ban on their lorries using the road through Yaxley. **Action: The Chairman**.
* Arrange a heavy goods vehicle monitoring survey, contact Luke Merton, Councillor Fleming and Mark Steven Head of Highways. **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.
* Contact Durrants to inform them that the Parish Council is prepared to go to negotiation on access to the new substation across the hard stand. **Action: The Clerk.** Completed.
* Contact Lacy Scott and Knight to act as the agent for Yaxley Parish Council in negotiations with Drax. Councillor Moore will pass on the contact details of the person acting for a local landowner. **Action: The Clerk.** Completed.
* Make a formal complaint about the light pollution caused by the work on the chicken processing factory. **Action: The Clerk.** Completed by complaining to, and meeting, Cranswick PLC and Mid Suffolk District Council.
* Reply to letters complaining about lorries using the road through Yaxley and the chicken processing plant. **Action: The Clerk.** Completed.
* Report that the dog bin at Burns Close is full. **Action: The Clerk.** Completed.

1. Notification of any urgent business.

* Common Land Allotments.

Meeting closed at 7.35 p.m.

**Public Forum.**

* Neighbourhood Watch – Adrian Beatty.

My name is Adrian Beatty, and I am here this evening because, for the time being at least, I am Neighbourhood Watch Area Co-ordinator for a number of local communities, including Yaxley. Essentially, this is a communication role that links local co-ordinators of local schemes with both Suffolk Constabulary and Neighbourhood Watch Suffolk.

There appears to be no Neighbourhood Watch scheme here in Yaxley; whether or not there is a demand for one is entirely up to local residents. Setting one up and co-ordinating it need not be an onerous task, but it is a great way to help people become engaged with their local community.

*Communication* is a key objective behind Neighbourhood Watch, and this makes it a natural extension of something I already do – namely providing “what’s On” email alerts to local residents. Eye-to-Eye was established in October 2013 in order to provide a free email service to residents whereby they can be alerted to events / incidents in a timely manner.  The service complements Parish Magazines in that residents can be kept informed of matters that occur between published editions.  Local police also support the service, as they see it as something that assists their mission towards safer neighbourhoods via good communication; Eye-to-Eye carries urgent Police appeals and periodic safety advice as well as details of the wide range of activities and events taking place within our communities. Several Yaxley residents are signed up to receive Eye-to-Eye, and If you would like to join and / or use Eye to-Eye to publicise events or Parish Council announcements, just let me know.

We all live busy lives, and this sometimes results in there being insufficient time to appreciate everything that is happening locally. Are we aware of what is being done by volunteers on our behalf, or for our benefit? Are we aware of the wide range of events, clubs and societies that operate on our doorstep? Is the entire population of Yaxley aware of - and engaged in - the work being done by this Parish Council on behalf of its residents?

Would you agree that your effectiveness depends, at least in part, on the Community’s willingness to engage with this council? Do you ever have unfilled vacancies on your Council? Is there untapped time and talent available to improve the Council’s ability to deliver a good service? If one or more Neighbourhood Watch scheme were to be established here in Yaxley, might this present an opportunity for wider community engagement with this council?

If you agree with me that one of our mutual challenges is getting more people in our community involved in what we each do, I am asking you whether or not there might be any potential gain were we to face this challenge together….. and thereafter, could an expanding membership of neighbourhood Watch provide increased representation that might feed in to the work of Parish Councils. Would working more closely together benefit both the Parish Council and Neighbourhood Watch?

I am discussing this idea with a number of Parish Councils in the coming weeks. My only remaining question here tonight is do members of this council feel the idea is worthy of further investigation, bearing in mind that such investigation will require local involvement if it is to bear any fruit. If yes, then I would be delighted to meet one or more of you to explore how this idea might best proceed.

In response to questions the following points were made:

* A police sergeant acts as a Community Engagement Officer and works with Neighbourhood Watch.
* There are no costs for setting up Neighbourhood Watch in the village.
* Mr Beatty will send Neighbourhood Watch messages to the Clerk.

The Chairman thanked Mr Beatty for his presentation.

By County Councillor Jessica Fleming, Hartismere Division, Suffolk

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**A140 Roundabouts -** the scheme is likely to go to committee for determination next month, Thrandeston Parish Council has objected.

**Castleton Way Traveller Site –** A court date for eviction is pending, in the meantime the travellers remain on site and the Gypsy & Traveller liaison team are working with them to enable them to vacate the site in an orderly manner, if possible.

In the discussion that followed the following points were made:

* The County Council is trying to develop a relationship with the travellers to encourage better behaviour. There had been no more dog problems, but the dog is still there.
* Trees have been cut down and there is an untaxed van at the site.
* A fire at the site had affected the building work on the Chicken Processing Factory and it seems plastic was being burnt to remove it from copper wire because it was then more valuable.
* The Parish Council is very concerned as there has been little response from the police.
* Phoning 101 is not working effectively, and children were spotted moving a gas cylinder up Castleton Way.

**New School Transport Policy (2019)** - Children are eligible for SCC funded school travel if over 2 miles (under 8 years old) or 3 miles (aged 8 or over) walking distance from their nearest suitable school. Full details about funded school travel, including arrangements for Special Educational Needs and Disabilities (SEND), can be found at [www.suffolkonboard.com/schooltravel](http://www.suffolkonboard.com/schooltravel)

**Important Opt-in (apply) Requirement for School Transport –** For the September 2019 year, families with eligible child/ren must opt-in **by 31st May** (2019) to receive funded transport. This is a change from previous years. Parents of new secondary/upper school children should be notified about eligibility, but if in doubt contact Customer Service promptly on 0345 606 6173 or email [customer.services@suffolk.gov.uk](mailto:customer.services@suffolk.gov.uk).   Children already receiving SCC funded school travel in 2018/2019 will continue to receive this whilst they attend the same school and origin.

**North Ipswich By-pass Consultation Plans** - Suffolk Co Co has released a timescale for moving this project forward. A stage one study was completed in 2017, options are currently being assessed.

Summer 2019 - Public consultation on route options and junctions with the A14 and A12

Autumn 2019 - Completion of the Strategic Outline Business Case to be shared with government, local MPs and the public.

* The Parish Council had received a query about transport to school from Yaxley. There was a discussion of whether the walking route to Hartismere School should be considered a dangerous route.
* Councillor Fleming is waiting for a response from Highways on the SID.

Meeting opened at 8:15 p.m.

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.
* Emails about traveller encampment on Castleton Way.
* Emails associated with upgrading of title for the allotment land.
* Emails about light pollution at Cranswick Chicken Processing Plant.
* Emails to set up meeting with the site manager responsible for the building of the Cranswick Chicken Processing Plant.
* Storm Erik.
* SNT Newsletter.
* Community Infrastructure Levy.
* Neighbourhood Watch.
* Home Start.
* Age UK. Headway Suffolk Spring Fundraising Events.
* Henry’s Film.
* Connecting Communities.
* Post Office Mobile Van

1. Yaxley Allotments:

* Update on allotment gardens and tenancy agreement.

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

* Unused plots:
  + There was a discussion of how the Parish Council should maintain the unused plots.
  + A quotation of £3,285 had been received from Mr Kemp and Mr Youngman to clear the unused plots.
  + The Chairman had met Mr Kemp at the site, and it was agreed that it would be a major project to clear the site. The unused plots contain materials which would be dangerous if anyone were to walk across the area.
  + It was agreed this was a substantial amount of money to spend but the area needed to be cleared.
  + There was a discussion of sources of funding and this will be considered at the next meeting.
  + The Parish Council had only been able to source one quotation for the work and it was agreed that others will be sought before the next meeting.

1. Highway matters:
   1. Meeting with Highways:
      1. Pedestrians, including young children, using Mellis Road at peak times.

* Nothing to report.
  + 1. Traffic survey.
* The results of the survey had not yet been received.
  + 1. Access by Progress Power to the sub-station across the hardstand. Update.
* Nothing to report.

1. Finances and financial report.
   1. Balances on Accounts: 28th December 2018.
      1. Current account: £2,457.75.
      2. Deposit account: £5,581.16

* Councillors noted the bank 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.
  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 | 101166 | £326.94 | LGA 1972 S112 |
| HMRC | PAYE | 101167 | £77.80 | LGA 1972 S112 |
| Steeles Law | Upgrading of Title | 101169 | £120.00 | LGA 1972 S111 |
| Suffolk County Council | Vehicle Monitoring Survey | 101168 | £432.00 | 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:
  2. Receipts:
     1. Allotment rent: £30.00
     2. PH Hammond: £875.18

1. Parish Council Election

* Nomination forms should be completed and given to the Clerk so that he can take them to a meeting with Mid Suffolk District Council to be checked.
* Councillor Feaver has decided not to stand re-election and the Council thanked him for all he is done for Yaxley Parish Council.

1. Yaxley Community Centre:
   1. Three quotes for the replacement of two fire-doors.

* Three quotations had been obtained, the highest was £4,200 and the lowest £2,900 plus VAT.
* Councillor Hawes will email the quotations to the Clerk. **Action: Councillor Hawes.**
* There was a discussion of other projects which may be needed in the future.
* The Chairman offered to assist the Community Centre Committee with an application for a grant from the Wind Turbine Fund.
* The Council thanked Councillors Hawes and Fisher for representing the Parish Council at the meeting of the Community Centre Committee.

1. Annual Parish Meeting

* it was agreed to move the Annual Parish Meeting and the Annual Meeting of the Parish Council to 8 May 2019 at 7:00 p.m.

1. Tree liabilities and risk assessment.

* The Clerk had tried another contractor who may be able to carry out the work but without success.

1. Mobile Post Office.

* There were problems with the first visit from the Mobile Post Office as it had not been possible to link to a Wi-Fi signal and therefore stamps were the only items that could be sold.
* A box may be fitted to a telegraph pole at the Community Centre car park to help with this problem and this would be at no cost to the Parish Council.

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

* The deadline for the report was the Friday after this meeting.
  + The following items will be included:
  + School transport.
  + Light pollution.
  + No lorries from the Chicken Processing Plant will use the road through Yaxley.
  + There had been no progress on the illegal encampment.

1. Eye Airfield:
   1. Encampment on Eye Airfield.

* See above.
  1. Light pollution from the chicken processing factory construction site.
* The Chairman and the Clerk had a meeting with the Project Manager of JH Vaudrey Ltd.
* It was a positive meeting and the Project Manager agreed to reposition the floodlights, so they were no longer a problem to people living in Yaxley.
* He agreed it was the policy of Cranswick that no lorries should use the road through Yaxley and would keep on the A140.
* There will be invitation to the Parish Councillors to visit the factory once it has been completed.
  1. Progress Power (Gas-Fired Power Station):
* Nothing to report.

1. Planning:
   1. Applications:
      1. 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

* It was agreed that the Parish Council would make no comment.
  + 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

* It was agreed that the Parish Council would make no comment.
  1. Applications – no decisions to date:
     1. 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. Various Applications for Progress Power Station listed previously.
  1. Planning decisions:
     1. Approved:
        + Agricultural Determination - DC/19/00630

Proposal: Application for prior notification of agricultural or forestry development (proposed building) Town and Country Planning General Permitted Development(England) Order 2015 Schedule 2, part 6- Erection of an agricultural building. Location: Red House Farm, Old Norwich Road, Yaxley, Eye Suffolk IP23 8BH

* + - * Various applications for Progress Power station:
        + Alternative Temporary Construction Access - Substation: request for an Environmental Impact Assessment.
    1. Refused:
       - Application Number: DC/18/05291

Proposal: Full Planning Application -Erection of a single storey dwelling. Location: Land Adj Arch Haven, The Street, Yaxley, Eye Suffolk IP23 8BJ

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

Planning Appeal Reference: APP/W3520/W/18/3197538

Appeal by: Dover Farm Developments Ltd Proposal:

Planning Application - Erection of 10 dwellings (including 6 affordable), 2 flats and 1 retail unit.

Location: Land Off, Cherry Tree Close, Yaxley, Eye Suffolk IP23 8DH

Appeal held at 10:00 am on 9 January 2019 at Endeavour House, 8 Russell Road, Ipswich, Suffolk IP1 2BX

1. Play area:
   1. To receive Play Area Inspection Report.

* There were no significant problems on the Play Area although the handles to the slide needed to be repaired. Councillor Hawes agreed to take on this task. **Action: Councillor Hawes.**
* Councillor Feaver agreed to take on the next period.
* Councillors thanked Councillor A Luff and Councillor Feaver for their work
  1. Annual Play Inspection Report.
* Nothing to report.

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

* All was in order and the grass was not growing.
  1. Quotation for work on the cemetery.
* It was agreed that Mr Newcombe should carry out the work on the Cemetery.

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 1 May 2019 and Annual Parish Meeting to agree a change of date until after Parish Council Election.

* It was agreed to change in the date of the Annual Parish Meeting to the 8 May 2019.
* The Clerk will report potholes on Castleton Way and that the white lines on the road in front of the Cherry Tree Public House need to be reinstated.
* Update of title to the allotment land:
  + Councillor Hawes gave the background to the history of Yaxley Town Estates and the Common Land.
  + The area had been parish land for hundred years and it was important to ensure that it remained under the control of the Parish Council for the good of Yaxley.

Meeting closed at 9:26 p.m..