**Minutes of the Meeting of Yaxley Parish Council held on 13th October 2021**

**at 7.30 p.m.**

**Present:**

Councillor C Wright Councillor I Luff

Councillor J Moore Councillor R Hall.

Councillor J Hawes Councillor J Laughlin

Councillor K Stubbington

P Freeman Parish Clerk.

No members of the public.

1. Apologies for Absence.
* Councillors Young, Pawsey, District Councillor Burn and County Councillor Fleming.

**Public Forum.**

Meeting closed at 7:35 p.m.

* Mr Heald - Structures Condition and Assessment Manager to discuss Duke’s Bridge – see email dated 6 October 2021.
	+ Duke’s Bridge is maintained by the National Highways team which managers historical rail bridges.
	+ There was an inspection report which included an assessment, and it should be able to support a heavy goods vehicle of 40 tons.
	+ The bridge was assessed in 2006 as just below the standard of the A140 but it noted cracking to the walls and abutments.
	+ The brickwork is deteriorating but this is having no impact on its overall condition.
	+ There will be a further manual inspection, and it will be assessed again between 2024 and 2030 and the current assessment applies until then.

In the discussion that followed the following points were made:

* It is good to know that it has been inspected and when it will be inspected again.
* It is not managed by Suffolk County Council, and the report is from National Highways and there are no critical matters identifies in the inspection report.
* It will be managed until a weight restriction has to be imposed and eventually it could be demolished.
* If the Parish has aspirations for the bridge other ways of dealing with it could be considered but no weight restriction could be imposed until an assessment requires it.
* A weight restriction could prolong its life and an assessment should look at the overloading of the materials.
* The vehicle loading is for heavy goods vehicles nose to tail.
* The aesthetic would not be great if the bridge was filled with concrete and there is no plan for demolition in the short term. The bridge is in a satisfactory condition to be used by traffic.
* If the bridge was considered to be a danger to life, then the police have the power to close it immediately.
* There is a National Highways helpline if any help is required.
* The Parish Council thanked Mr Heald for attending the meeting and giving his presentation.

Report from Councillor Jessica Fleming, Hartismere Division, Suffolk

Jessica.fleming@suffolk.gov.uk Tel: 07714-597980 Twitter: @jesstfleming

**Suffolk Special Education Needs and Disabilities (SEND) Review Published -** An Independent Report into SCC services was published on 20th September following a review led by Lincolnshire County Council. You can [read the report and action plan here.](https://www.suffolk.gov.uk/children-families-and-learning/send-and-the-local-offer/independent-send-review-september-2021/) To comment on any aspect of the report or action plan please contact us via email at SendReview@suffolk.gov.uk

**Highways** – The following highways problems were raised at the September meeting of Yaxley Parish Council, responses are as follows:

* + Roadworks on Castleton Way postponed (CR 335430): *Works programmed for the upcoming 3 months according to One Network (SCC’s roadworks programme map)*
	+ Road markings by the Cherry Tree Public House have still not been added (CR 335431): *The lines and signage have been installed, some relining still required. I have raised absence of SLOW marking with Highways. Works are programmed in area for 25th Nov – 3rd Dec., according to One Network.*
	+ Increasing numbers of reports of vehicles not giving way at the Yaxley roundabout, in particular on the north/south A140. *This issue has been raised with Highways and a copy of the Safety Audit was circulated last month. Please continue to raise any recurring issues relating to the roundabout.*
	+ The access from the north roundabout on the A140 to Roy Humphreys’ business has not been completed and traffic is still turning right into the existing access. *Highways is aware of this issue and will address it in due course.*

**Street Lighting Replacement Programme Commenced in September -** SCC in partnership with Bouygues E&S commenced a large-scale LED street lighting upgrade project involving about 43,000 lights. The objectives are to reduce energy, minimise light pollution, and reduce maintenance costs.

**HRH The Duke of Gloucester has officially opened The Hold in September -** Suffolk Archives repository on the Ipswich Waterfront holds collections dating from the 12th Century. Visit [**www.suffolkarchives.co.uk**](http://www.suffolkarchives.co.uk/)

**Suffolk Recycling Centres Booking System Upgrade** - As of 27 September all time slots are viewable in real time, booking can be completed seven days in advance, or easily amended. The system is also able to advise customers on which sites accept specific materials. To book a slot visit [**suffolkrecycling.org.uk**](https://suffolkrecycling.org.uk/where-to-recycle/recycling-centres).

* There was discussion of the opportunity to plant trees to commemorate the Queen’s Platinum Jubilee.
* It would be possible to plant on the area at the rear of the Community Centre and to plant native species.
* A report of a dog attack on a local resident had been sent to the Parish Council and the Clerk had follow this up but so far there has been no action.

Meeting reopened at 8:00 p.m.

1. Chairman’s Opening Remarks
* Councillor Moore took the Chair and welcomed everyone and thanked them for coming to the meeting.
1. Councillor’s Declaration of Interests in Agenda Items.
* None.
1. Minutes of the Previous Meetings.
* The minutes of the last meeting were agreed as a true record and were signed by the Chair, proposed by Councillor Hawes and seconded by Councillor Laughlin.
1. Matters arising from the minutes:

**Action Points:**

Notes on the action are in red.

**Carried Forward Action Points from the Meeting on 26 May 2021.**

* Mr Martinelli has suggested that a time capsule with memories of the past year is prepared, and it could be located in the area at the well seat. It was agreed to consider this suggestion at a future meeting. **Action: The Clerk.**
* Investigate grant funding for a borehole on the allotments and invite a consultant to visit the allotments to discuss the cost of a borehole. **Action: The Clerk.**
* Contact Mr Tubey about the quote he gave for the work on the play area and ask him to carry out the work. **Action: The Clerk.** Completed.
* Order playground chippings when repair work has been completed. **Action: The Clerk.**

**Action Points from the Meeting on 28 July 2021.**

* The Clerk will send the following suggestions to Jessica Fleming about the rail bridge: **Action: The Clerk**. Completed.
	+ Add a weight restriction.
	+ Fill-in the underside of the bridge.
	+ In addition, carry out repairs because of the cost of the use of the road over the bridge when the Eye Road was closed because of the roundabout work
* Queen’s Platinum Jubilee: **Action: The Clerk**.
	+ Contact Cranswick and Drax for sponsorship for a party for the Queen’s Jubilee
	+ The Queen’s Jubilee will be a regular agenda item Completed.
	+ The Clerk will contact Celia Armstrong about arranging a party for the Queen’s Jubilee.

**New Action Points from the Meeting on 8 September 2021.**

* Contact the Parish Council’s land agent and solicitor to inform them of the decision by the Parish Council about the to accept the Heads of Agreement. **Action: The Clerk**. Completed.
* Contact Jessica Fleming about the following highways matters: **Action: The Clerk**.
	+ Roadworks on Castleton Way which have been postponed twice and the surface of the road is deteriorating rapidly because of HGVs going to the airfield.
	+ Road markings by the Cherry Tree Public House have still not been Completed.
	+ Increasing numbers of reports of vehicles not giving way at the Yaxley roundabout, in particular on the north/south A140. Cameras were recently used to monitor the traffic.
	+ The advertising sign by the Yaxley roundabout is it legal?
	+ The access from the north roundabout on the A140 to Roy Humphreys business has not been completed and traffic is still turning right into the existing access.
	+ The lack of consultation about the closure of the road in Yaxley for installation of services to new houses.
* Add inspection of speed cameras to the agenda for the next meeting. **Action: The Clerk**. Completed.
* Add Karen Stubbington to the circulation list and send her the forms for a new councillor. **Action: The Clerk**. Completed.
* Two parish councillors to be representatives of the Parish Council as members of any committee formed for the Queens Platinum Jubilee Celebration in Yaxley. **Action: The Clerk**.
1. Notification of any urgent business.
* None.
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.
* Queen’s Green Canopy – Suffolk
* Emails about the Southern Roundabout
1. Yaxley Allotments:
* Update on allotment gardens and tenancy agreement.
1. Report on the number of vacant plots.
* There are 17 vacant plots.
1. Application for an allotment from Ms Tobitt.
* Ms Tobitt’s application was approved.
1. Agreements and annual rent for 2021/2022.
* It was agreed to keep the annual rent for an allotment plot at £30, proposed by Councillor Hawes and seconded by Councillor Luff.
* The Clerk will prepare the allotment tenancy agreements and send them to the tenants with a request for the annual fee. **Action: The Clerk**.
1. Update on long term strategy for Yaxley Allotments.
* Nothing to report.
* Unused plots
	+ Nothing to report.
1. Finances and financial report.
	1. Balances on Accounts: 28th September 2021.
		1. Current account: £4,920.30
		2. Deposit account: £5,597.09
* The account balances were noted by Councillors, although, an additional £6,320.93 CIL payment from Mid Suffolk District Council had been paid into the current account which does not yet show on the bank statement.
	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. 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  | 101303 | £474.42 | LGA 1972 S112  |
| HMRC | PAYE | 101304 | £118.40 | LGA 1972 S112 |
| David Newcombe | Grass cutting allotments, burial ground, well seat and village sign,) | 101305 | £75.00 | LGA 1972 S111 |
| Heelis and Lodge | Annual Audit | 101309 | £95.00 | LGA 1972 S111 |
| Business Services at CAS Ltd | Insurance Premium | 101306 | £391.03 | LGA 1972 S111 |
| RJ Tubey | Repairs to the Play Area | 101307 | £775.00 | LGA 1972 S111 |
| Community Action Suffolk | Website Hosting | 101308 | £60.00 | LGA 1972 S111 |

* It was agreed unanimously to pay the invoices listed above, proposed by Councillor Wright and seconded by Councillor Luff.
	1. Requests for financial support: none.
	2. Receipts: none.
		1. MSDC Precept: £3,125.00
		2. MSDC Recycling Credits: £400.02
		3. MSDC Parish CIL Payment: £6,320.93
		4. Bank interest; £0.14p
1. Celebration of the Queen’s Jubilee 2022.
* It was agreed that the Clerk should contact Celia Armstrong about the Queen’s Platinum Jubilee Celebration. **Action: The Clerk**.
1. Contact Details of Councillors
* It was agreed that the contact details of Councillors should be circulated, and the Clerk will contact those Councillors who were unable to attend the meeting to ask permission to circulate their contact details. **Action: The Clerk**. Councillors were asked to keep them confidential
1. Emergency Plan for Yaxley: update.
* Following a discussion it was agreed that Councillor Luff should update and rationalise the Emergency Plan to make it more realistic. He will also update the names of the personnel included in the document. **Action: Councillor Luff**.
1. Highways:
	1. Bend by the Cherry Tree Public House continued absence of road markings.
	2. Traffic failing to give way, when moving south to north, on reaching the Yaxley Roundabout.
	3. Rail bridge on Old Ipswich Road.
* See above under the Public Forum.
1. Drax/Progress Power (Gas Fired Power Station)
	1. To confirm the Licence and Terms of Agreement – hardstand/dispersal area.
* The Licence and Terms of Agreement had been circulated to Councillors and they were agreed. Once the final documentation is completed the Clerk will sign on behalf of the Parish Council. **Action: The Clerk.**
* It was agreed to ask that vehicles should not turn right into, or from, the hardstanding area while it is being used by Drax for the construction of a substation, proposed by Councillor Hawes and seconded by Councillor Laughlin. **Action: The Clerk.**
	1. Community liaison group:
* Councillor Hawes represented the Parish Council at the Drax Community Liaison Group.
	1. Damage to the hardstand/dispersal area by the use for storage by Highways.
* The manager who is responsible for the work on the hardstanding area had reported to the Clerk that there was damage to the surface caused by highways when moving the materials for repairing roads.
* Drax had highlighted this to avoid any responsibility for damage to the surface and the contractors will lay aggregate on the areas of soil which is not covered already by concrete.
* It was agreed that the Clerk would photograph the surface of the hardstand so there is a record of the current state of the surface. **Action: The Clerk**
1. Planning:
	1. Applications:
		1. Application for Planning Permission - DC/21/05449

Proposal: Householder Application - Erection of a two-storey side extension and single storey rear extension.

* It was agreed to support this application. **Action The Clerk.**

Location: Dove Cottage, Old Norwich Road, Yaxley, Suffolk IP23 8BH

* + 1. Application for Planning Permission Without Compliance of Condition(S) -DC/21/05236

Proposal: Application under Section 73 of the Town and Country Planning Act - Variation of Condition 2 (Approved Plans and Documents) of planning permission DC/19/00108 dated 04/09/2019 - (Erection of factory with an adjoining two-storey production office, a warehouse extension, a loading dock building, and material stockpile. Provision of 9no. caravans for temporary accommodation for seasonal staff. Creation of vehicular access) To vary appearance and layout of main building extensions and configuration of waste pad - new drawings submitted.

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

* It was agreed that no comment would be made on this application.
	1. Applications – no decision:
		1. Application for Planning Permission - DC/21/04099

Proposal: Planning Application. Erection of a storage and distribution warehouse

Location: Land at Eye Airfield, Eye, Suffolk, IP23 7HU

* + 1. Application for Planning Permission - DC/21/04697

Proposal: Planning Application. Erection of new storage building No.10 for B8 use

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

* + 1. Statutory consultation on proposals for Sunnica Energy Farm.
		2. Application for Planning Permission - Dc/21/03808

Proposal: Householder application - Erection of detached two bay oak pergola

Location: Bulls Hall Barn, Ipswich Road, Yaxley, Suffolk IP23 8BZ 9Extensio to 29 July 2021 to respond.)

* + 1. Application for Planning Permission - DC/21/04099

Proposal: Planning Application. Erection of a storage and distribution warehouse

Location: Land at Eye Airfield, Eye, Suffolk, IP23 7HU

* + 1. Application for Reserved Matters - DC/20/05028

Proposal: Application for approval of reserved matters following outline approval DC/20/00786

Town and Country Planning (Development Management Procedure) (England) Order

2015 - Appearance, Landscaping, Layout and Scale for the Erection of 2No detached dwellings

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

* 1. Planning decisions:
1. Approved:
2. Refused: none.
3. Discharge of Conditions:
4. Conditions not being Discharged: none.
	1. Withdrawn: none.
	2. Appeal:
	* Reference: APP/W3520/W/21/3272131

Appeal by: Mr G Aldridge

Proposal: Application for Outline Planning Permission (with all matters reserved). Town and Country Planning Act 1990 -Erection of 2No detached dwellings with garages.

Location: Land Adjacent to Chapel Cottage, Mellis Road, Yaxley, Suffolk

1. Play area:
	1. Plans for reopening the play area.
	* The repair work to the play area had been completed.
	* It was agreed that the Clerk would order the play chip and notify Councillors when it will be delivered. **Action: The Clerk.**
	* A notice will be prepared by Councillor Luff for the play area. **Action: Councillor Luff.**
	1. To receive Play Area Inspection Report.
* All is in order and Councillors thanked Councillor Wright for taking responsibility since the last meeting and he offered to continue until the next meeting.
	1. Annual Report – circulated 8th October 2021.
* The actions already agreed will resolve any issues identified within the Annual Report.
1. Yaxley Cemetery:
	1. To consider inspection report - Councillor J Hawes.
* All is in order and the monuments are safe.
* Thanks to Councillor Hawes for his report.
1. Speed Indicator Devices, Defibrillator and Bottle Bank.
	1. To receive a report on the speed indicator devices.
* The speed indicator devices are working normally.
* The battery on the one on the Mellis Road has to be recharged once each month and the one on the Old Ipswich Road every six weeks.
	1. To receive a report on the defibrillator.
* All is in order.
	1. To receive a report on the bottle bank.
* All is in order.
* Councillor Laughlin will take responsibility for the bottle bank and the defibrillator 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 24th November 2021.
* In response to a question it was noted that Councillor Moore’s wife maintains the area around the village sign.
* It was agreed to purchase a wreath for the Annual Service of Remembrance at a cost of £30. **Action: Councillor Moore.**

**New Action Points from the Meeting of Yaxley Parish Council 13 October 2021**

* Email Mr Heald to thank for attending the meeting. **Action: The Clerk**.
* Email Ms Tobitt about her allotment plot. **Action: The Clerk**.
* Contact Celia Armstrong about the Queen’s Platinum Jubilee Celebration **Action: The Clerk**.
* Contact Councillors not attending the meeting to ask permission to circulate their contact details. **Action: The Clerk**.
* Allotment tenancy agreements and fees. **Action: The Clerk**.
* Once the final documentation for the agreement with Drax is completed the Clerk will sign on behalf of the Parish Council. **Action: The Clerk.**
* The Clerk will ask that a further condition should be included in the agreement that vehicles should not turn right into, or from, the hardstanding area while it is being used by Drax for the construction of a substation, proposed by Councillor Hawes and seconded by Councillor Laughlin. **Action: The Clerk.**
* Photograph the surface of the Hardstand. **Action: The Clerk**.
* Notices for the play area. **Action: Councillor Luff**
* Respond to the planning application 15ai. **Action: The Clerk**.
* It was agreed to purchase a wreath for the Annual Service of Remembrance at a cost of £30. **Action: Councillor Moore.**

Meeting closed at 8:50 p.m.