**Minutes of the Meeting of Yaxley Parish Council held on 16th December 2020.**

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

**Present:**

Councillor J Moore Councillor I Luff Councillor J Laughlin.

Councillor J Hawes Councillor C Wright. Councillor A Luff

Councillor K Pawsey

County Councillor Jessica Fleming.

District Councillor David Burn

P Freeman Parish Clerk.

One member of the public.

1. Apologies for Absence.

* Councillor Hall.

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 Pawsey and seconded by Councillor A Luff.

1. Matters arising from the minutes:

**Action Points:**

Notes on the action are in red.

* Next agenda: **Action: The Clerk.** Completed.
  + Review of lorry routes.
  + Review of Local Plan
* Report the unsafe memorial on the cemetery. **Action: The Clerk.** Completed.
* Net covers for skips at Cranswick to stop the contents being blown on to the grass verge. **Action: The Clerk.** Completed.
* Car body part on grass verge by Cranswick. **Action: The Clerk.** Completed.
* Allotments: **Action: The Clerk.** Completed.
  + Investigate tree planting grants and boreholes for water supply.
  + Councillors Burn and Fleming suggested the Council should make applications for funding to Community Infrastructure Levy, the Wind Turbine Fund or the Locality Budget.
* Councillors to suggest potential Councillors to fill the vacancy. **Action: Councillors.** Completed.
* Respond to planning applications. **Action: The Clerk.** Completed.
* Report fly tipping by recycling bins: clay tiles and red bricks at the back behind the paper recycling bin. **Action: The Clerk.** Completed.

1. Notification of any urgent business.

* None.

**Public Forum.**

Meeting closed at 7:37 p.m.

* Councillor Jessica Fleming, Hartismere Division, Suffolk

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**National Restrictions and Tier 2 –** Details are available on: <https://www.suffolk.gov.uk/coronavirus-covid-19/suffolks-response/tier-2-high-alert-level-covid-19-restrictions-in-suffolk>

**NHS 111 Expanded Service** - To reduce strain on hospitals, the NHS asks people to phone first before going to A&E. The NHS 111 Helpline can now book patients into a timed slot at an emergency department, GP, or arrange other out of hospital services.

**Care Home Visits -** The suitability of visits to care settings within Suffolk is informed by Government guidance which was updated on 01 December, and can be found here: <https://www.gov.uk/government/publications/visiting-care-homes-during-coronavirus/update-on-policies-for-visiting-arrangements-in-care-homes>   Rapid (lateral flow) tests are being distributed to Care Quality Commission registered care homes across the country for visitors. The tests are aimed to assess up to 2 visitors per resident over the Christmas period. Check details with individual care homes if you intend to visit over the holiday.

**Support and Advice for Businesses –** Grant support and outbreak advice is available for businesses from various sources, including local councils, Chamber of Commerce and Local Enterprise Partnership: <https://www.suffolk.gov.uk/coronavirus-covid-19/advice-for-businesses/>

**Suffolk Recycling Service** – Suffolk is experiencing a high degree of contamination of collected recycled materials, particularly by glass, nappies, tetra-paks and food. Please avoid putting these in green bins! Over the holiday period, please refer to the following - Suffolk Recycling Xmas page - [www.suffolkrecycling.org.uk/green-christmas](http://www.suffolkrecycling.org.uk/green-christmas) Recycling centres remain open by appointment via our [online booking system](https://www.suffolk.gov.uk/planning-waste-and-environment/waste-and-recycling/book-a-recycling-centre-time-slot/).

**Fly Tipping** - Suffolk councils have noted an increase in fly tipping in the latter part of this year, almost twice the level of last year.  Anyone getting rid of items by means of a third-party contractor should check they have the necessary license by reviewing the Environment Agency’s waste carrier web site or ringing the EA on 03708 506 506: <https://environment.data.gov.uk/public-register/view/search-waste-carriers-brokers>

* + The following comments were made:
    - The Clerk received an email from the Highways Department which had requested that the Council should take measurements for a new sign to be installed before the band by the Cherry Tree Public House. The request was made as the Highways Engineer was working from home.
    - Councillor Fleming offered to pay for any changes that will be made to the road by the Cherry Tree Public House from her budget and the Parish Council thanked her for her generous offer.
    - The Council had agreed to make a contribution of up to £500 towards the cost of the work.
    - The Chairman had taken the measurements that had been requested and a sign on the side of the road will not be possible but a SLOW sign on the road and chevrons could be installed.
* Report from Councillor Burn:
  + Councillor Burn still has funds available in his Locality Budget and the deadline for bids to him is the 26 February 2021.
  + The Housing Minister is scrapping the change to the way calculations will be made for the number of houses to be built in an area. The affordability element could increase the number built in expensive areas. Overall, this could have meant a significant increase in the number of houses built especially in rural areas. There has been a huge response to the White Paper.
  + Councillor Burn apologised to Ms Lane for not responding to the second contact he had received from her. He went on to say that she had done her homework in her letter to the Planning Department at Mid Suffolk District Council and he will arrange to phone her in the near future.

In response to questions the following points were made:

* + The pressure is no longer on rural areas and the number of houses to be built will be as indicated in the Joint Local Plan. There will be zoning into three areas and this will not happen in the near future. Overall, the Government is still looking for 300,000 houses to be built and this will mean further developments in urban areas and in the North of England.
  + Councillor Burn has no formation about the plan retail park/filling station close to the new roundabout at the junction of Eye Road and Castleton way. Applicants for planning permission can have a confidential pre-application contact with the Council and Ward Members would not be informed. The Chairman added that there was some concern in Yaxley about this development.

Meeting reopened at 7:56 PM

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
* Email and letter from Ms Lane.
* Anglia level crossing closure consultation.

1. Yaxley Allotments:

* Update on allotment gardens and tenancy agreement.

1. Report on the number of vacant plots.

* Four tenancy agreements have been returned and there is a total of 10 potential tenants.

1. Update on long term strategy for Yaxley Allotments.

* There was a discussion of the suggestions for the long-term strategy to manage the allotment area.
* It was agreed that a borehole to supply water would be a positive development.
* A borehole would require a power supply and a payment may have to be made for any water extracted.
* It was agreed that a consultant should be invited to visit the site and an arrangement would be made for storing the water.
* The Council agreed £200 would be allocated for the plans for the development of the site, proposed by Councillor Hawes and seconded by Councillor Pawsey.
* It was agreed the Clerk should purchase a bottle of wine as a thank you gift to Mr Kemp for all his help with planning for the future of the allotment.
* It was agreed to put the wildlife area on hold for the time being.
* Unused plots:
  + Nothing to report.

1. Finances and financial report.
   1. Balances on Accounts: 28th November 2020.
      1. Current account: £3,427.51
      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. Financial report and bank reconciliation.
  3. 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 | 101267 | £346.20 | LGA 1972 S112 |
| HMRC | PAYE | 101268 | £86.20 | LGA 1972 S112 |

* 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. Requests for financial support: none.
  2. Receipts: none.

1. Protocol and Criteria for Co-option to fill the Casual Vacancy:

* There have been three applications for the Vacancy.
* It was agreed that they will be asked to prepare a statement in 300 words by 12 January 2021 on what contribution they can be made to Yaxley Parish Council. The statements will be circulated before the meeting.
* The election will take place in the next meeting and voting will be by a show of hands. It may require two votes to elect the Councillor who must receive at least 50% of the votes from Councillors who are present.

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

* See above.
  1. Response to Consultation on Lorry Routes.
* There was a short discussion of the way the Council should respond to the review.
* It was agreed that a traffic survey would be helpful once the building of the new roundabout is completed and the cost of the survey would be £350 + VAT.
* There was a concern over the weight limit on the old railway bridge, but it was noted that the structure is regularly monitored.

1. Review of the Local Plan for Mid Suffolk.

* The Clerk had attended a webinar with Mid Suffolk District Council where he raised the point about planning permission being given to applications outside the settlement boundary. He was told that the settlement boundary is a guide and other factors are taken into account when looking at an individual application.
* The Council wished to have greater clarity on the planning process.
* Applications outside the settlement boundary are contrary to the current Local Plan but it does not have much authority and it looks at the development of the area in the future rather than where we are at present. The current Local Plan is out of date.
* Certain policies cannot be used, and this affects the settlement boundaries, but the new ones will be more useful and bring clarity to the situation.
* The review is a technical consultation with statutory consultees. Anyone can make representations, and all will be considered when the collation of the responses is completed. It has to be presented in a digestible form to the Examiner.
* Once the plan is up to date it should give greater clarity.
* The plan will go through a series of stages and has to be approved by Mid Suffolk District Council.
* It was agreed that the Council should submit the comments it had made previously on the Local Plan.
* the development on Cherry Tree Close is outside the settlement boundary and judgements are made on other factors.

1. COVID-19.

* The Clerk has tidied up the notice boards and they will not be used until the end of the pandemic.
* The Play Area remains closed and the repairs have still to be completed.

1. Dates of meetings in 2021:

* See below.

1. Planning:
   1. Applications
      1. Application for Planning Permission Without Compliance of Condition(S) - DC/20/05027

Proposal: Application under Section 73 of the Town and Country Planning Act - Variation of Condition 2 (Approved Drawings) of DC/19/03345 (allowed under Appeal Decision APP/W3520/W/19/3239180) Erection of 2 no. detached dwellings with garages

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

in the discussion of the application the following points were made:

* + - it is a modification of the previous plan.
    - It includes skylights in the houses and the gable on the garages has changed.
    - It was agreed that the Council should support the application, proposed by Councillor Pawsey and seconded by Councillor A Luff.
    1. Application for Planning Permission - DC/20/05243

Proposal: Full Planning Permission - Erection of extension to an existing effluent treatment building, Installation of Membrane Bioreactor (MBR) tank, Installation of buffer tank and construction of car park to allow existing car park to be used as access to proposed extension

Location: Cranswick House, Oaksmere Business Park, Eye Airfield Industrial Estate, Yaxley, Eye, Suffolk.

* Following a discussion, it was agreed that no comment should be made, proposed by Councillor Hawes and seconded by Councillor Moore.
  1. Applications – no decision:
     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. Application for Outline Planning Permission - DC/20/05117

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. Planning decisions:
     1. Approved:
* Application for Planning Permission - DC/20/04476

Proposal: Householder application - Erection of a single storey detached annexe for use by elderly relatives (following removal of existing marquee)

Location: Yaxley Hall, Hall Lane, Yaxley, Eye, Suffolk, IP23 8BY

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

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

* The bin has not been used much recently and everything else is in order.
* The Play Area has had little use.
* The Chairman will contact Mr Tubey about carrying out the repairs.
* Councillor Wright offered to continue monitoring the area until the next meeting. Councillors thanked Councillor Wright.
  1. Annual Report.
* Nothing to report.

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

* All is in order and the length of the grass is satisfactory.
* The problem with the memorial reported previously has been rectified.

1. Defibrillator and Bottle Bank.
   1. To receive a report on the defibrillator.

* All is in order.
  1. To receive a report on the bottle bank.
     1. Fly tipping.
* There have been a number of incidents of fly tipping since the last meeting. It was agreed this may be an ongoing problem and it was agreed to add a ‘No Fly Tipping’ notice to the bins. **Action: The Clerk.**
* Councillor A Luff offered to monitor the defibrillator and the bottle bank 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 20 January 2021.

* None**.**

Meeting closed at 9:10 p.m.