**Minutes of the Meeting of Yaxley Parish Council held on 18th November 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 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 Hawes and seconded by Councillor Moore.

1. Matters arising from the minutes:

**Action Points:**

Notes on the action are in red.

* Contact Jessica Fleming about the Parish Council‘s contribution to the traffic calming at the corner by the Cherry Tree Public House. **Action: The Clerk.** Completed.
* Register Quiet Lanes: Leys Lane, Judas Lane, Thornham Road. **Action: The Clerk.** Completed.
* Respond to planning applications. **Action: The Clerk.** Completed.
* Play Area: **Action: The Chair,**
  + - Ask Mr Tubey for a quote for repairs to the play area
    - New chain for the play area equipment
    - Ian to put piece in the Messenger about no access to the playing field for dog walkers
    - Laminate and replace the signs on the play equipment
* Contact Cranswick again about litter. **Action: The Clerk.** Completed.

1. Notification of any urgent business.

* None.

Meeting closed at 7:40 p.m.

**Public Forum.**

County Councillor Jessica Fleming, Hartismere Division, Suffolk

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**National restrictions -** The Government has [announced initial guidance on the restrictions the nation can expect to be in place from 5 November](https://lnks.gd/l/eyJhbGciOiJIUzI1NiJ9.eyJidWxsZXRpbl9saW5rX2lkIjoxMTAsInVyaSI6ImJwMjpjbGljayIsImJ1bGxldGluX2lkIjoiMjAyMDExMDIuMjk3NzI4ODEiLCJ1cmwiOiJodHRwczovL3d3dy5nb3YudWsvZ3VpZGFuY2UvbmV3LW5hdGlvbmFsLXJlc3RyaWN0aW9ucy1mcm9tLTUtbm92ZW1iZXIifQ.-618d62NYH5NyFBOcRiX_3QiBgaMokKSecRGx_wpCXc/s/696677594/br/87809401992-l) to 2 December.

**COVID Support -** The Home But Not Alone freephone **0800 876 6926** is active and will be staffed from 9am to 5pm Monday to Friday. The Suffolk Advice and Support Service phoneline **0800 068 3131** is also available for support to debt, benefits, employment or housing worries.

**Suffolk Recycling Centres** - Recycling centres remain open by appointment only during the new lockdown restrictions.  Bring shops at Foxhall and Bury will close. Appointments can be made via our [online booking system](https://www.suffolk.gov.uk/planning-waste-and-environment/waste-and-recycling/book-a-recycling-centre-time-slot/).

**Suffolk Highways Communication Protocol** – The recommended way to communicate with Suffolk Highways is through the Customer Services team, problems should be reported using the web-based tool is best. To follow up, email [customer.services@suffolk.gov.uk](mailto:customer.services@suffolk.gov.uk) or telephone 0345 606 6171.

**Suffolk Lorry Route Review** – Please note that the review of Suffolk’s lorry routes initiated earlier this year is taking longer than expected to get underway, however it may be timely for parishes to consider the current lorry route plan and develop comments, particularly given the new commercial developments in Central and Mid Suffolk. <https://www.suffolk.gov.uk/roads-and-transport/lorry-management/lorry-route-plan-review-in-suffolk/>

**KickStart Programme** – Employers may qualify to engage young adults for a period up to 6 months under a Government funded programme - <https://www.gov.uk/government/publications/kickstart-scheme-employer-resources/kickstart-scheme-brand-guidelines> Potential employers interested in establishing a Kickstart placement should refer to the Suffolk Chamber of Commerce, who are fulfilling the ‘gateway’ organisation function for Suffolk. The main contact to signpost employers to is Emma Alderton – [emma@suffolkchamber.co.uk](mailto:emma@suffolkchamber.co.uk). Interested young people aged 16 – 24 and on Universal Credit should enquire through the Job Centre Service.

**Major Infrastructure** – The County Council is developing a response to a proposal in Cambridgeshire and West Suffolk for an industrial scale solar farm comprising four sites of approximately 2,800 acres. These are: • Sunnica East Site A, near Isleham • Sunnica East Site B, near Freckenham and Worlington • Sunnica West Site A, near Chippenham and Kennett • Sunnica West Site B, near Snailwell. The public consultation ends on 21st December <https://sunnica.co.uk/>

* It was agreed that a discussion of the Lorry Routes Review will take place at the next meeting, although there is no deadline at present for a response. **Action: The Clerk.**
* In response to a question Councillor Fleming made the following point:
  + There has been no response from Highways about the cost of the work to improve safety at the Cherry Tree Bend.
* There was a short discussion of litter near the Cranswick site and it was agreed that the Clerk should contact the management and suggest that nets are placed over the skips. He will also report a car body part on the grass verge. **Action: The Clerk**

District Councillor David Burn:

* Reminder: Some funding is still available from my Locality Award to assist projects of benefit to the community undertaken by any recognised village organisation with its own bank account. The Clerk has an application form.
* In July 2019 Mid Suffolk made several pledges relating to the protection and improvement of biodiversity in the District. It subsequently convened a Joint Biodiversity Task Force with Babergh DC, which had made similar commitments. The Task Force has been working for some time on a Biodiversity Action Plan, which was formally adopted at a meeting of the two Cabinets on 9 November. The Action Plan will be a 'living' document detailing various initiatives designed to help in achieving the original aims.
* An important milestone was reached Wednesday last week (11 November) at a meeting of MSDC in which the pre-submission draft of the Joint Local Plan was approved for publication. A six-week consultation is now underway, for which responses concerning the Plan's legality and soundness are sought. The consultation ends at noon on 24 December. MSDC will make no further amendments to the Plan before sending it and the consultation responses to  the Secretary of State, who will arrange for it to be passed on for Examination by an Inspector. When the Examination process, which could take up to a year, is completed the Plan will be returned to us for formal adoption.

In response to questions Councillor Burn made the following points:

* + The consultation on the Local Plan is open to anyone to make comments. It is a technical consultation and challenges have to be to the plans soundness and legality.
  + There are 10,500 pages of evidence to support the legality and soundness of the plan and there will be an opportunity to attend a public enquiry.
  + Concerns can be raised there and there will be an opportunity to see how the examiner is dealing with the concerns.
  + It is possible to comment on the settlement boundaries and challenge the soundness of it. This will be discussed at the next meeting. **Action: The Clerk.**

Councillor Burn was happy for any questions to be emailed to him.

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
* Local Plan video.

1. Yaxley Allotments:

* Update on allotment gardens and tenancy agreement.

1. Report on the number of vacant plots: 21.
2. Allotment tenancy fee for 2020/2021: it was agreed that the fee should stay at £30.
3. Request for 2 allotments: there had been three requests for allotments, and all were agreed. **Action: The Clerk.**
4. Long term strategy for Yaxley Allotments.

* Various options were considered to make site more financially viable:
  + - * Remove the hedge and approach Mr Hammond to farm an additional part of the allotment site.
      * Keep the site as it is currently and arrange for regular maintenance by Mr Newcombe. It may be possible to extend his current contract with the Parish Council to include this work. **Action: The Clerk.**
      * Create a wildlife/tree area which would require planting and maintaining trees.
* There were various suggestions of how weed control could be maintained and for rain harvesting to increase the water supply.
* It was agreed to keep the allotment area as it is currently and investigate other methods to reduce costs, proposed by Councillor Hawes and seconded by Councillor A Luff.
* It was agreed that the Clerk should investigate how the water supply could be improved and if there are any grants for tree planting. **Action: The Clerk.**
* Unused plots: see above.

1. Finances and financial report.
   1. Balances on Accounts: 28th October 2020.
      1. Current account: £4,304.61
      2. Deposit account: £5,596.53
   2. Financial report and bank reconciliation.

* 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 audit report and comments from the Clerk had been circulated to Councillors.
* It was agreed that it was a good report.
  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 including claim for payments to David Newcombe and Royal British Legion Poppy Appeal | 101261 | £511.14 | LGA 1972 S112 |
| HMRC | PAYE | 101262 | £98.20 | LGA 1972 S112 |
| David Newcombe | Grass cutting burial ground, well seat and village sign. Paid by the Clerk. |  | £70.00 | LGA 1972 S111 |
| Yaxley PCC | Donation from recycling credits | 101263 | £207.76 | LGA 1972 S111 |
| Yaxley Community Centre | Donation from recycling credits | 101264 | £207.76 | LGA 1972 S111 |
| Royal British Legion Poppy Appeal | Purchase of Poppy Wreath paid by the Clerk. |  | £30.00 | LGA 1972 S111 |
| Mid Suffolk District Council | Annual Play Inspection 2020 | 101266 | £90.64 | LGA 1972 S111 |

* It was unanimously agreed to pay the invoices listed above, proposed by Councillor Wright and seconded by Councillor A Luff. The Clerk will take the cheques to Councillors Hawes and Pawsey to be signed
  1. Requests for financial support: none.
  2. Receipts: none.

1. Discussion of Procedure to fill the Casual Vacancy on the Parish Council:

* The Chairman asked Councillors to suggest names of anyone who may be interested in becoming a Parish Councillor by 6 December 2020. They should ask anyone who is interested to contact the Clerk. **Action: Councillors.**
* The Chairman will add a piece to his article in the Messenger asking anyone interested to notify the Clerk by 6 December 2020.
* There will be a discussion at the next meeting of the exact form of the co-option process in order that the new councillor can be selected at the meeting in January 2021.

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

* See above.
* It was agreed that the new surface on the bend has helped the situation.

1. COVID-19.

* There had been little change since the last meeting and the Play Area and Community Centre remain closed.

1. Planning:
   1. Applications:
      1. 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

* The Parish Council agreed to support this application, proposed by Councillor Hawes and seconded by Councillor Luff.
  + 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

The following points were agreed, proposed by Councillor Hawes and seconded by Councillor Pawsey:

* No comment will be made on the application.
  + - The access road on to Cherry Tree Close should be adopted at the same time as any approval of reserved matters is granted.
    - The roads onto Cherry Tree Close should be accessible to emergency vehicles at all times.
    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.

The Parish Council agreed to object to this application for the following reasons, proposed by Councillor Laughlin and seconded by Councillor Wright.

* The density of houses on the site.
* The increased pressure on local amenities from the occupants of the 2 houses
* There will be an increase in traffic from the cars of the occupants of the houses which will add to the increase in traffic due to the developments on Eye Airfield.
* The occupants will be car dependant as there are no continuous footpaths to Eye, the local amenities in Yaxley or to the primary school in Mellis.
* The two houses will overlook adjacent properties.
  1. Applications – no decision: none.
  2. Planning decisions:
     1. Approved:
        + 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

* + - * + The Planning Department took note of the Parish Council’s comment on access to the property.
      * 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

* + - * Larger Householder Extension - DC/20/04151

Notification under Schedule 2 Part 1 Class A of the Town and Country Planning (General Permitted Development) (England) Order 2015

Proposal: An application to determine if prior approval is required for a proposed: Larger home extension. The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 1, Class A. - Erection of glazed single storey rear extension.

Location: Lime Tree House, 9 Wheelwright Close, Yaxley, Eye Suffolk IP23 8GA

* + 1. Refused: none.
    2. Discharge of Conditions:
       - Town and Country Planning Act 1990

Proposal: Discharge of Conditions Application for DC/19/03345 allowed under appeal reference APP/W3520/W/19/3239180 - Condition 9 (Land Contamination)

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

* 1. Withdrawn: none.
  2. Appeal:
     + - Appeal Reference: APP/W3520/W/20/3256612

Appeal by Mr and Mrs Julian and Sandra Moore

Proposal: Application for Outline Planning Permission (some matters reserved - access to be considered) - Erection of 4No dwellings (following demolition of existing outbuildings)

Location: Land at Bungalow Farm, Eye Road, Yaxley, Suffolk

1. Play area:
   1. To receive Play Area Inspection Report.
      * + The Play Area remains closed and the notices stating this are still in place.
        + There has been little use of the litter bin.
        + Councillor Wright offered to take responsibility until the next meeting.
   2. Annual Report.

* This was discussed at the last meeting.

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

* All is in order; the cemetery is tidy, and Councillor Hawes continues to monitor the area.
* One of the monuments needs to be stabilised and this will be followed up by Councillor Hawes and the Clerk. **Action: Councillor Hawes and The Clerk.**
* Councillors thanked Councillor Hawes for his work ensuring the cemetery is in good condition and safe.

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.
* There have been a number of incidents of fly tipping since the last meeting. At present there are clay tiles and red bricks which have been left behind the paper bank. The Clerk will report this further incident of fly tipping. **Action: The Clerk.**
* Councillor Hall had 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 16th December 2020.

* Following the last meeting Councillor Fisher had resigned from the Parish Council and the Chairman thanked her for all her work and wished her well for the future.
* There has been a suspicious car in the layby by the Villa.

Meeting closed at 9:01 p.m.