**Minutes of the Meeting of Yaxley Parish Council held on 20th January 2021**

**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 Councillor R Hall Councillor N Young

County Councillor Jessica Fleming.

District Councillor David Burn

P Freeman Parish Clerk.

Two members of the public.

1. Apologies for Absence.

* None.

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 Hawes.

**Action Points:**

Notes on the action are in red.

* 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.** This will be arranged once the lockdown has finished.
* Bottle of wine for Paul Kemp. **Action: The Clerk.** Completed.
* The three applicants for the casual vacancy will be asked to submit a statement, in a maximum of 300 words by 12 January 2021, on the contribution they could make to Yaxley Parish Council. **Action: The Clerk.** Completed.
* Submit the comments made previously about the Joint Local Plan to MSDC. **Action: The Clerk.** Completed.
* Respond to the planning applications. **Action: The Clerk.** Completed.
* Add no fly tipping notices to the recycling bins. **Action: The Clerk.** Completed.
* Voucher for Ian Muir for his work on the website. **Action: The Clerk.** Completed.
* Play Area: **Action: The Chair,**
  + Ask Mr Tubey for a quote for repairs to the play area. Unfortunately, Mr Tubey is in hospital at present and will be approached once he is well enough to help with the repairs.
  + New chain for the play area equipment.
* Ms Young thanked the Parish Council for arranging for the removal of the litter on the grass verge by the Cranswick site. The Parish Council had suggested that the skips, which may have been the source of the litter, should have nets placed over them.

1. Notification of any urgent business.

* 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.**

1. Applications to fill the Casual Vacancy on the Parish Council

* The Parish Council followed the NALC guidelines for the election of a Councillor to fill a Casual Vacancy.
* Three candidates had provided statements as part of their applications to fill the vacancy and they had included what they could contribute to the Parish Council. Their statements had been circulated to Councillors.
* Following two rounds of voting Ms Young was elected by a majority of the Councillors present at the meeting.
* The Chairman congratulates Ms Young on her election and welcomed her to the Council.

**Public Forum.**

Report from County Councillor Jessica Fleming:

The report had been circulated to Councillors before the meeting.

**NHS 111 Expanded Helpline Service** - please phone the Helpline first before going to A&E.

**COVID Support Reminder -** The Home But Not Alone freephone **0800 876 6926** is active and staffed from 9am to 5pm Mon. to Fri., as is the Suffolk Advice and Support Service phone **0800 068 3131**. For local information refer to [suffolk.gov.uk/coronavirus](https://www.suffolk.gov.uk/coronavirus-covid-19/) , for central government go to: [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)

**COVID Information Website and Virtual Community Event –** A web site has been launched for people in Suffolk and NE Essex (Postcodes CO1-CO16) to hear about local updates and the vaccination process. A virtual meeting will be hosted on Microsoft Teams on 21st January at 6.00-7.30pm. There is no need to book, go to the web site for details: <https://sneevaccine.org.uk/event/>

**Primary School application deadline Friday 15 January 2021** for Primary, Infant, Junior or Middle school for September 2021 entry. Applies to children born between 1 Sept. 2016 and 31 Aug. 2017. Go to [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions), or call 0345 600 0981 (even if you may have missed the deadline).

**For Comment: The Suffolk Design** – SCC is asking members of public for feedback on guidance for new developments. The Suffolk Design initiative brings together SCC, District and Borough planning authorities to improve design guidance for new developments across the county. The consultation is open until **5pm** on **Wednesday 10 February 2021**. Take part by visiting, [**www.suffolk.gov.uk/suffolkstreets**](https://www.suffolk.gov.uk/planning-waste-and-environment/planning-and-development-advice/suffolk-design-streets-guide/).

**Consultation: Post-16 School Travel Policy -** The consultation will be open until the **15 February 2021** for people to comment on the proposals for 2021/ 2022. Details of the policy can be found at [www.suffolk.gov.uk/post16travel](http://www.suffolk.gov.uk/post16travel).

**Fly Tipping Message from Suffolk Waste Partnership** - Let’s S.C.R.A.P. fly tipping and do the right thing. Use the bulky waste collection service or check before you contract! ♻️ For information and how to report - <https://www.suffolkrecycling.org.uk/fly-tipping>

Book at [www.midsuffolk.gov.uk/waste-services/bulky-collections/](http://www.midsuffolk.gov.uk/waste-services/bulky-collections/)

* There were no questions on the report and the Chairman thanked Councillor Fleming for her help in resolving the problems at the bend by the Cherry Tree Public House. The Parish Council will contribute £500 towards the cost of the work and Councillor Fleming will pay the balance from her Highways fund.

Report from District Councillor David Burn:

* The Brown Bin service has been suspended because of illness amongst the waste lorry drivers and so Mid Suffolk District Council had to suspend it, but it will be back in place as soon as possible.
* Members of staff had been deployed into the COVID-19 support team.
* Mid Suffolk and Babergh District Council’s vehicle fleet will change from form diesel as a fuel to hydro treated vegetable oil. Two tanks will be installed above ground and the Councils are aiming for net zero carbon by 2030. The waste lorry fleet is the largest part of the Councils’ vehicles fleet with one third of emissions from vehicles, but the largest contribution is from leisure centres. The fuel is kinder on engines and produces less noxious emissions and any diesel engine can be used. The company providing the fuel is an organisation that commits to not using palm oil.
* There were no questions and the Chairman thanked Councillor Burn for attending the meeting.

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

1. Yaxley Allotments:

* Update on allotment gardens and tenancy agreement.

1. Report on the number of vacant plots: 20. Ten tenants have returned their tenancy agreements and paid their fees for the tenancy period.
2. Update on long term strategy for Yaxley Allotments.
   * + See above under Matters Arising.

* Unused plots:
  + Nothing to report.

1. Finances and financial report.
   1. Balances on Accounts: 24th December 2020.
      1. Current account: £3,012.91
      2. Deposit account: £5,596.67

* 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.
* There were no questions from Councillors.
  1. Budget and precept 2021/2022.
* The proposed budget had been sent to Councillors and following a discussion it was agreed that the precept should be kept at £6,250 and the budget was agreed. Proposed by Councillor Pawsey and seconded by Councillor Hawes.
* It was agreed that Councillor Pawsey and Councillor Hawes will sign the precept form.
* There was a discussion of how the play area equipment may be replaced. The cost would be high but play area grants may be available from Children in Need.
  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 including claim for payments to David Newcombe and gifts | 101269 | £544.94 | LGA 1972 S112 |
| P Freeman | Clerk’s Expenses for using home as an office: £75.00p |  | £75.00 | LGA 1972 S112 |
| HMRC | PAYE | 101270 | £86.40 | LGA 1972 S112 |
| David Newcombe | Grass cutting burial ground, well seat and village sign. Paid by the Clerk. |  | £70.00 | LGA 1972 S111 |

* It was unanimously agreed to pay the invoices listed above, proposed by Councillor Moore and seconded by Councillor Hawes.
  1. Requests for financial support: none.
  2. Receipts:
     1. Various Allotment Rents: £300.00
     2. Interest: £0.14.

1. Annual Rents:
   1. Access across Yaxley Community Centre car park
   2. Workwear
   3. Kier Integrated Services LTD for storage of road materials on hard stand area.

* It was agreed to freeze the rents this year. Proposed by Councillor Pawsey and seconded by Councillor Hawes.

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

* See above.
  1. Flooding on the bend by the entrance to Yaxley Community Centre.
* The work to prevent future flooding should be carried out in the next 10 days.

1. COVID-19.

* Nothing to report.

1. Planning:
   1. Applications:
      1. Statutory consultation on proposals for Sunnica Energy Farm.

* This is an application for a Solar Farm, but the Council felt that it was not relevant to Yaxley and therefore there would be no comment.
  1. Applications – no decision:
     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

* + 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:
        + 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.

* + 1. Refused:
* 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. Discharge of Conditions:
* 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 Land Off, Cherry Tree Close, Yaxley, Eye Suffolk IP23 8DH
  + 1. Conditions not being Discharged:
* Discharge of Condition(s) Town and Country Planning Act 1990

Proposal: Discharge of Conditions Application for DC/20/00786 - Condition 3 (Landscaping Details), Condition 5 (Agreement of Materials), Condition 6 (Archaeological Evaluation), Condition 7 (Archaeological Written Investigation) and Condition 9 (Provision of Parking and Turning)

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

* 1. Withdrawn: none.
  2. Appeal: none.

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

* All is in order, but the brambles will be cut back by Councillor Wright in February and he offered to continue until the next meeting. The Council thanked Councillor Wright.
* It may be necessary to find someone else to carry out repair work on the play area and if any Councillors know of anyone they should pass on the name to the Chairman. **Action Councillors.**
  1. Annual Report.
* Nothing to report.

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

* All is in order although and the monuments are safe.
* Thanks to Councillor Hawes for his report.

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.
* The bottle banks have been overflowing and a small pane of glass and have had to be reported. Thanks to Councillors A Luff and Hall.
* Councillor Laughlin will take responsibility 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 February 2021.

Meeting closed at 8:30 p.m.