**Minutes of the Meeting of Yaxley Parish Council held on 20th November 2019**

**at 7.30 p.m.**

**Present:**

Councillor A Luff Councillor I Luff Councillor R Hall.

Councillor J Laughlin Councillors J Hawes Councillor K Pawsey

Councillor J Moore Councillor M Fisher.

District Councillor D Burn

P Freeman Parish Clerk.

One members of the public.

1. Apologies for Absence.
* Councillor C Wright and Councillor Fleming.

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 held on 9th October 2019.
* The minutes of the previous meeting were agreed as a true record and were signed by the Chairman, proposed by Councillor Pawsey and seconded by Councillor A Luff.
1. Matters arising from the minutes:

**Action Points:**

Notes on the actions and further discussions are in red.

* Councillor Burn explained that a retrospective planning application can be unlawful but not illegal. He will investigate the situation further. **Action: Councillor Burn.** Councillor Burn gave an update – two of the applications have been approved and the rest are approved by delegated authority. There is a reason why this has been at a late stage and the Council is concerned about the two large water tanks. It is unreasonable to refuse the applications, but it is possible to mitigate their appearance.
* Councillor Laughlin will arrange for the purchase of a gate, posts, sign and lock for the Community Centre car park. **Action: Councillor Laughlin.** Completed.
* Councillor Hawes will investigate the registration of footpaths. **Action: Councillor Hawes.** Promises were made but not delivered. The Eye Airfield Position Statement has been adopted.
* Councillor Hawes will send a copy Eye Airfield Development Framework to Councillor Burn. **Action: Councillor Hawes.** Completed.
* The Clerk will prepare the allotment tenancy agreements for 2019/2020 and the charge will be £30 for each plot. **Action: The Clerk.** Completed.
* The Clerk will write to the tenant who requested to keep chickens on an allotment plot, and erect a greenhouse, giving permission but telling her that she is responsible for their health and safety. **Action: The Clerk.** Completed.
* The Clerk will contact Mr Newcombe to ask for a quote to clear the soil from the footpath from Burns Close to Mellis Primary School**. Action: The Clerk.** Completed.
* The Clerk will contact Lacy, Scott and Knight for an update on the negotiation with Drax over the access across the hard stand. **Action: The Clerk.** Completed.
* The Clerk will write to the owner of the property that uses the access across the Community Hall car park to confirm the conversation he had with the Chairman. **Action: The Clerk.** Completed.
* The Clerk will add the Annual Report on the play area to the agenda for the next meeting. **Action: The Clerk.** Completed.
* Church View/Old Ipswich Road: There have been some repairs, but some areas are still hazardous to pedestrians. The Clerk will contact Highways again. **Action: The Clerk.** Completed.
* Report fly tipping by the Fishing Lake. **Action: The Clerk.** Completed.
* It was agreed to again investigate online banking. **Action: The Clerk.**
* Payments to Yaxley PCC and the Community Centre from the Recycling Income. **Action: The Clerk.** Completed.
1. Notification of any urgent business.
* None.

Meeting closed at 7:45 p.m.

**Public Forum.**

Sarah Gill – Environmental and Sustainability Officer.

The following points were made during the discussion:

* The Chairman introduced Councillors and the Clerk to Ms Gill.
* The plan is for the factory to be a good neighbour.
* On the point of the retrospective planning applications Ms Gill was unable to comment.
* The General Manager of the factory will attend the Residents’ Meetings. These meetings will consider the issues around noise and odour monitoring.
* A reporting procedure will be used as was used at Weybread.
* The entrance to the staff area could cause problems until the new roundabouts are built and this will be raised with Highways. Unfortunately, it appears that it will be some time before the roundabouts are built and alleviate the problem of vehicles leaving the site and turning north.
* To offset the carbon footprint of the factory electricity is from renewable sources and there are certificates to show this.
* There are problems with the lighting of the car park and the planning documentation states that it should have little impact on the area. Ms Gill will investigate this. Although currently there is nothing in place for the monitoring of the light.
* There has been little change in the odour levels over the past two weeks and the checks are made at different times of the day. Odour levels are not measured by any piece of equipment but by the noses of the people carrying out the checks.
* Complaints can be made to the Environment Agency, but they can also be referred to the factory and they will then be investigated.
* Removal of offal: Lorries reverse into the bays and roller shutters are pulled down while the offal is loaded to be removed from the site. The roller shutters are opened so that the lorries may leave the site. They are covered but the smell has been noticed on the A140. Ms Gill agreed to check how the lorries are sealed and pointed out that loading takes place in an odour control area. A waste company is responsible for the removal of the offal and it is then taken to Halifax. Ms Gill was asked to enquire how the lorries are sealed.
* The Chairman thanked Ms Gill for her contribution to the meeting.
* Councillor Laughlin offered to investigate whether there are odour monitors.

Report by District Councillor Burn:

* Very little is happening at the District Council because of the General Election.

Report by Councillor Jessica Fleming, Hartismere Division, Suffolk

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

**Cabinet Changes:** The following cabinet level changes are effective as of 15th October:

* Cllr Mary Evans is Cabinet Member for Children’s Services, Education and Skills (and remains Deputy Leader). Mary.Evans@suffolk.gov.uk
* Cllr Gordon Jones moves to Finance and Resources. Gordon.Jones@suffolk.gov.uk
* Cllr Andrew Reid joins as Cabinet Member for Highways, Transport and Rural Affairs. Andrew.Reid@suffolk.gov.uk
* Cllr Nick Gowrley takes on County Council’s property and assets, in addition to Economic Development, Housing and Enterprise. Nick.Gowrley@suffolk.gov.uk
* Cllr Richard Rout takes on Sizewell C, in addition to Environment and Public Protection. Richard.Rout@suffolk.gov.uk

All other Cabinet positions remain the same, Cllr Richard Smith leaves the Cabinet after 4 years in this role.

**Traffic Regulation Order for Restricted Parking at T Junction –** The project has been handed over to the Operations Team to plan, schedule and deliver within a maximum period of 14 weeks from the date of order (14/11/2019).

**Local Bus Service** – There is now a scheduled service linking Diss and Eye via Palgrave, Wortham, Mellis and Yaxley. Timetables are on https://www.suffolkonboard.com/

Residents can sign up for alerts about their local service on the web site. Unfortunately, paper timetables are no longer being posted at bus stops.

**Recycling -** A new public recycling centre will open at Fornham Rd in Bury St Edmunds at the end of November replacing the centre at Rougham Hill. A charity Reuse shop will also be opening on site towards the end of the year. SCC operates a total of 11 Public Recycling Centres across the County.

https://www.suffolkrecycling.org.uk/where-to-recycle/recycling-centres

The Materials Recycling Facility (MRF) at Gt Blakeneham has almost completed redesign and is set to open in December following trials. This site takes all of Suffolk’s recyclable materials where they are sorted and prepared for entry into the market. The facility will shortly be open to public tours.

**School Travel Policy Review –** SCC is undertaking a review of school transport led by Chief Fire Officer Mark Hardingham. The review may lead to changes to the current School Travel Policy, or to elements of the Policy. If you have comments you would like considered, please email them to me.

**Civil Parking Enforcement across Suffolk** – CPE was scheduled to transfer from the police to local authorities on 31st January 2020 but is likely to be postponed due to the general election. SCC is setting up a Suffolk Parking Partnership to implement CPE, with a consistent approach to enforcement across the County. Mid Suffolk and Babergh have entered into arrangements with West Suffolk Council as its enforcement partner. Any new restrictions or changes will go through SCC.

Meeting reopened at 8:10 p.m.

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.
* PCC and Chief Public Meeting.
* Local Government Boundary Commission.
* Constable Country.
* Cranswick Foods Update.
* Independent Review into Local Government Audit.
* Police Meeting.
* Area Forum
* The Local Government Boundary Commission for England - have your say on division arrangements Suffolk County Council.
* Increase in thefts from vehicles in East Suffolk.
* Suffolk Community Awards Event.
* Partner Funds PCS0s,
* Suffolk Minerals and Waste Local Plan.
* Arboricultural Officer
* Free Swimming
* Lacy Scott and Knight – Drax
* Tree for Life
* Upgrading Title
* Fly tipping Campaign
* Eye Neighbourhood Plan
* New Staff Entrance on A140 to Chicken Factory
* Increase in intensive poultry feeder sites an invitation has been received from what appears to be a pressure group and it was agreed that this would not be taken up at this stage.
* Working Together with East Suffolk and North Essex NHS Foundation Trust
* Parishioner:
	+ Lock to gate at the Community Centre
	+ Climate change – plant trees Following a short discussion it was agreed that it would not be possible to take any action on planting trees because the Council does not have enough land
	+ Chicken factory – environmental plans
1. Yaxley Allotments:
* Update on allotment gardens and tenancy agreement.
1. Report on the number of vacant plots.
* Six tenancy agreements have so far been returned.
1. Update on the decision on the application to keep bees on an allotment plot.
* It was agreed to cut the hedge around Plot 10 to a height of approximately one metre once the bees have been removed
* Unused plots:
	+ 24.
1. Highway matters:
	1. Meeting with Highways:
		1. Pedestrians, including young children, using Mellis Road at peak times.
		2. Report on clearance of footpath of soil from Thornham Road to Mellis Primary School.
		3. Access by Progress Power to the sub-station across the hardstand. Update.
		4. Church View/Old Ipswich Road.
		5. No Parking Area at the Junction of the Street and Eye Road.
* There is nothing to report on any of the above items.
* It was agreed that the Clerk should report to Highways that the foliage trimmed has been left following the clearance of the cycle path. **Action: The Clerk.**
1. Finances and financial report.
	1. Balances on Accounts: 28th October 2019.
		1. Current account: £4,672.16
		2. Deposit account: £5,589.51
		* Councillors noted the bank balances.
	2. 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. 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 | 101202 | £338.08 | LGA 1972 S112  |
| HMRC | PAYE | 101203 | £82.40 | LGA 1972 S112 |
| D Newcombe | Grass cutting  | 101204 | £70.00 | LGA 1972 S111 |
| N Bobby Tree Services | Tree work (paid in October) | 101201 | £1,320.00 | LGA 1972 S111 |
| K Pawsey  | Filling water bowser – two years | 101205 | £60.50 | LGA 1972 S111 |
| Clarkes of Walsham | Gate etc for entrance to Community Centre | 101206 | £258.30 | LGA 1972 S111 |
| Yaxley PCC | Donation | 101207 | £164.60 | LGA 1972 S111 |
| Yaxley Community Centre | Donation | 101208 | £164.60 | LGA 1972 S111 |
| Yaxley Community Centre | Gift | 101209 | £690.00 | LGA 1972 S111 |
| Steeles Law | Upgrading Title | 101210 | £536.00 | LGA 1972 S111 |
| One Suffolk | Website subscription | 101211 | £60.00 | LGA 1972 S111 |
| MSDC | Litter and Dog Bin Emptying – additional cost | 101212 | £46.80 | LGA 1972 S111 |
| MSDC | MSDC - Full Plans Inspection Fee - Community Centre | 101213 | £108.00 | LGA 1972 S111 |

* It was agreed that the payments listed above would be made, proposed by Councillor Pawsey and seconded by Councillor Hawes.
	1. Requests for financial support: None.
	2. Clerk’s Pay: it was agreed that the Clerk’s pay should be reviewed.
	3. Receipts:
		1. Rosedale Funeral Home: £260.00
		2. MSDC – Wind Turbine Fund: £2,300.00
		3. Allotment Rent: £150.00
1. Yaxley Community Centre:
	1. Security of the car park.
* Councillors thanked Councillor Laughlin for all his work on this.
* There was a discussion of what type of lock should be used and how it should be monitored. If a combination lock is used it would be necessary to regularly change the code. It was agreed to consult the members of the Community Centre Committee.
* It was agreed that anyone leaving the car park at the end of the day would be expected to lock the gate.
1. Emergency Plan:
* There have been some changes since the plan was drawn up and Councillors Pawsey and A Luff offered to update the document.
* The food which is being stored will be checked and if there is a short use by date then it will be donated to the local food bank.
1. Registration of footpaths:
* Councillor Hawes has researched the local footpath and there are six in the area and he has taken photographs of all relevant documents.
1. Cranswick Chicken Factory Development
	1. Road Works at the Entrance to the Cranswick Site.
* It was a great that the representation at residents meetings will be the Chairman, Councillor A Luff and Councillor Fisher.
* The meetings will be held in Eye.
* There was a discussion of the new access to the factory, the new speed limits on the A140 and the road signs.
* It was agreed that the Clerk will write to Councillor Fleming about these issues. **Action: The Clerk.**
1. Parish Council matters for publication in the Yaxley Messenger.
* It was agreed that the bus timetable link and the times of the buses from Yaxley to Diss should be added to the Parish Council website. **Action: The Clerk.**
1. Dates of Meetings 2020.
* The following dates were agreed: 29 January 2020, 18 March 2020, 29 April 2020 and Annual Parish Meeting, 3June 2020, 15 July 2020, 26 August 2020, 7 October 2020, 18 November 2020, 16 December 2020.
* It was agreed that the Clerk should book these dates with the Community Centre Committee. **Action: The Clerk.**
1. Eye Airfield:
* Nothing further to report.
1. Planning:
	1. Applications:
	2. Applications – no decisions to date:
		1. Proposal: Planning Application - Erection of accommodation block which includes 4no. letting rooms, staff overnight accommodation and staff facilities

Location:Land at The Bull Auberge, Ipswich Road, Yaxley, Suffolk

* + 1. Application for Planning Permission - DC/19/03564
		2. Application for Planning Permission - Dc/19/03812
		3. Proposal: Planning Application - Construction of a freshwater tank, permeate tank, fuel tanks, water pumps and a water softener plant (Retention of).
		4. Application for Planning Permission - Dc/19/03771
		5. Application for Planning Permission - DC/19/03908
		6. Application for Planning Permission - DC/19/03837
		7. Application for Planning Permission - DC/19/02267

Proposal: Planning Application - Creation of a temporary access road between the A140 and Leys Lane, Yaxley for use during the construction of the Progress Power Limited Power Station

Location: Land Between A140 And Leys Lane, Yaxley, Suffolk

* + 1. Application for Planning Permission - DC/19/02268

Proposal: Planning Application - Partial realignment of approved high voltage cable route and installation of a new water pipeline in association with the Progress Power Limited Power Station.

Location: Land West of Leys Lane Yaxley and Land Between Leys Lane and Potash Lane Eye, In the Parishes of Yaxley And Eye

* + 1. Non-Material Amendment - Town and Country Planning Act 1990

Proposal: Non-material amendment to Householder Application DC/17/05749. Weatherboarding cladding to completed extension and part of existing building. Remaining parts of building to be rendered smooth.

Location: 15 Maple Close, Yaxley, Eye, Suffolk IP23 8DQ

* 1. Planning decisions:
		1. Approved:
		+ Application for Planning Permission - DC/19/03564

Proposal: Planning Application. Erection of 2no dwellings and garages

Location: Conifers, Mellis Road, Yaxley, Eye Suffolk IP23 8DB

* + - Application for Planning Permission - DC/19/03841
		- Application for Planning Permission - DC/19/03907
		1. Refused: none.
		2. Discharge of Conditions: none
	1. Withdrawn: none.
	2. Appeal: none.
1. Play area:
	1. To receive Play Area Inspection Report.
* Councillor Hall reported that all was in order on the play area although it will be necessary to top up the play bark in the Spring.
* A sign with the emergency numbers will be added to the gatepost. Councillor Laughlin offered to investigate the provision of a sign. **Action: Councillor Laughlin**
* The timber edging needs to be replaced in certain places and the bin is becoming fragile and requires attention.
* Councillors thanked Councillor Hall for his work and Councillor Fisher offered to take on the role until the next meeting.
* The Clerk will send the play area monitoring sheet to Councillor A Luff. **Action: The Clerk.**
	1. Annual Report.
* It was agreed to consider this at the next meeting.
1. Yaxley Cemetery:
	1. To consider inspection report - Councillor J Hawes.
* The hedge and grass have been cut and the memorials are safe.
* Councillors thanked Councillor Moore and Councillor Hawes for all they did at the Remembrance Service.
1. Defibrillator and Bottle Bank.
	1. To receive a report on the defibrillator.
* The electrical connection has been repaired by Mr Moore. Councillors thanked him for making the repair.
* Councillors also thanked Councillor Laughlin for spotting the fault.
	1. To receive a report on the bottle bank.
* All was in order.
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.
* There will be a meeting to discuss the awards for Christmas 2019 in the next few weeks.
1. AOB - Any items raised earlier but not for an extended discussion or decisions and items for inclusion at the meeting on 18th December 2019.
* None.

Meeting closed at 9:06 p.m.