**Minutes of the Meeting of Yaxley Parish Council held on 23 November 2022 at 7.30 p.m.**

**Present:**

Councillor I Luff Councillor J Moore

Councillor R Hall. Councillor C Wright

Councillor J Hawes Councillor K Stubbington

Councillor N Young Councillor S Bracebridge

District Councillor David Burn

County Councillor Jessica Fleming.

P Freeman Parish Clerk.

No members of the public.

1. Apologies for Absence.

* Councillors Pawsey. Councillors sent their best wishes to Councillor Pawsey.

1. Chair’s Opening Remarks

* The Chair 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 and were signed by the Chair, proposed by Councillor Luff and seconded by Councillor Hawes.

1. Matters arising from the minutes:

**Action Points:**

Notes on the action are in red.

**Action Points from the Meeting on 18 May 2022.**

* The Clerk will check the agreement which was made for the 99-year lease on the land on which the Community Centre is built. **Action: The Clerk.** Nothing to report.

**Action Points from the Meeting on 8 June 2022.**

* Follow up again the progress on the adoption of the roads on Cherry Tree Close with Suffolk Legal and forward the email received to Cllr Fleming and Cllr Burn. **Action: The Clerk.** Completed, but no more information. County Councillor Fleming agreed to forward an email to the Clerk about this and arrange a meeting to discuss the problem. **Action: Councillor Fleming.** A list of defects will be followed up by Councillor Fleming, this includes drainage issues and street lights
* Cranswick has not carried out the planting of a green boundary to screen the processing plant on the southern side of the factory. **Action: The Clerk.** Reported.
* The biodiversity conditions which apply to Cuckoo Close, and the clearance of the site have not been completed the Clerk will contact the Enforcement Officer. **Action: The Clerk.** Reported.

These two matters will be followed up by an Enforcement Officer for Mid Suffolk District Council with the expectation that what was agreed in the planning permission will be implemented.

**Action Points from the Meeting on 20 July 2022.**

* Contact Cranswick about a permanent arrangement to control access to the site. **Action: The Clerk.** Completed. The Clerk has made several attempts to contact Cranswick but now with success.

**Action Points from the Meeting on 31st August 2022:**

* Councillor Fleming offered to find out about plans to replace oil fired boilers used for heating in rural homes with heat pumps. **Action: Councillor Fleming.** There are no plans for this at present.
* A mains water supply for the allotments which involves contacting Essex and Suffolk Water. **Action: The Clerk.** Contact has been made. Nothing to report.
* The Chair will contact the Community Centre Committee about the projects listed in the minutes: **Action: The Chair.** Completed.
* The Clerk will contact contractors for quotations for the work on the King George V Playing Field. **Action: The Clerk.** Completed. It was agreed to appoint Mr Bobby and there was a discussion of fencing the field and who owned the hedges and trees. The Clerk will notify both people who quoted for the work of the outcome of their bids. **Action: The Clerk.**
* The Clerk will notify the Community Centre Committee of the work to be undertaken. **Action: the Clerk.**

**Action Points from the Meeting on 12th October 2022:**

* A piece will be put in the Yaxley Messenger asking for applications to fill the Casual Vacancy. **Action: The Clerk.** Completed.
* The Clerk will respond to Planning Applications 17 a.i and 17 a ii. **Action: The Clerk.** Completed.
* It was agreed that the Clerk will ask contractors for quotes for the work to refurbish the noticeboard at the junction of Eye Road and The Street. **Action: The Clerk.** The Council agreed to ask Mr Laughlin to carry out the work. The Clerk will notify both people who quoted for the work of the outcome of their bids. **Action: The Clerk.**
* The Clerk will report a bicycle which has been left on the grass verge on the footpath from Yaxley to Mellis. **Action: The Clerk.** Completed.

1. Notification of any urgent business.

* None.

**Public Forum.**

**Report from Councillor Jessica Fleming, Hartismere Division**

**Autumn Statement implications for Councils:**

* Additional flexibility to set Council Tax up to 5% (3% general tax and 2% social care precept);
* Business Rate relief will be largely maintained or extended;
* Social Care charging reforms have been delayed by two years to October 2025
* National Living Wage to increase (for those 23 and over) to £10.42 (a rise of 9.7%);
* The core schools’ budget in England will receive an additional £2.3 billion of funding in 2023-24 and £2.3 billion in 2024-25.
* An extra £2.8 bn in 2023-24, and £4.7 bn in 2024-25 announced for social care.

**Suffolk Waste Partnership and Christmas** – SWP has set out guidance on how to either recycle or discard Christmas items such as cards, cards, plastics and surplus food. As is usual, the SWP aims to avoid contaminating green bins with unwanted items (Glass, Nappies, Tetrapacks, Food, Dirty Containers and unsuitable (coated) paper), and ensure that people know what to do with all the additional holiday things. See [Top Tips for a Greener Christmas! - Suffolk Recycling](https://suffolkrecycling.org.uk/news/top-tips-for-a-greener-christmas)

**Highways Reporting Reminder** – Reports of potholes, flooding or any highways issue should be made to Suffolk Highways’ web site and a report number obtained. Reports should be accompanied by an uploaded photograph if possible to: [Report a pothole | Suffolk County Council](https://www.suffolk.gov.uk/roads-and-transport/roads-pavements-and-verges/potholes/report-a-pothole/)

**Highways Drainage Programme Update –** Suffolk Highways has procured two Combi Machines to both investigate and clear blocked drains in an effort to address the several hundred schemes outstanding. These machines can both cut and water jet blockages and have greatly reduced the list of high priority problems. Information about both cyclical / seasonal and reactive drainage work or to report a blocked drain refer to: [Highway drainage | Suffolk County Council](https://www.suffolk.gov.uk/roads-and-transport/flooding-and-drainage/highway-drainage/)

**Health Care Careers** - Suffolk County Council is looking to raise awareness of the early years sector as a career path for young adults.  Please help signpost any friends or family that may be interested to <https://www.suffolk.gov.uk/children-families-and-learning/childcare-information-and-support-for-parents-and-providers/working-in-the-early-years-sector/>

**Energy Bill Discount Online Tool** - [A new online tool](https://lnks.gd/l/eyJhbGciOiJIUzI1NiJ9.eyJidWxsZXRpbl9saW5rX2lkIjoxMDYsInVyaSI6ImJwMjpjbGljayIsImJ1bGxldGluX2lkIjoiMjAyMjExMjEuNjY5OTIxNTEiLCJ1cmwiOiJodHRwczovL3Byb3RlY3QtZXUubWltZWNhc3QuY29tL3MvTzRsd0N4R2pMaG1FRDhtRjhPODVROSJ9.Cbh0CXqzJGjCnK7DwpSpMyvaOyemWbQLsPWtHM_S7oA/s/598218299/br/148598849226-l) has been launched for the public to check if they are eligible for the discount on their energy bills. Eligible low-income and vulnerable households can get a £150 discount off their energy bills. All customers will receive a letter between November and mid-January confirming their eligibility, and the payment will be made automatically through energy suppliers by March 2023

**Current Bus Timetable** - visit [www.suffolkonboard.com](https://www.suffolkonboard.com/buses/bus-timetable-updates/)

## Report from Mid Suffolk District Council:

## Residents urged to have their say over whether council tax bills should be reduced by up to 100% for those on low incomes

A public consultation is underway over a plan to cut council tax for the poorest households in Babergh and Mid Suffolk. The consultation, which runs to November 24, asks for views on how the councils should run their Council Tax Reduction Scheme for 2023/24, and whether bills should be reduced by up to 100% for working age adults with the lowest incomes. [More information](https://www.midsuffolk.gov.uk/news/residents-urged-to-have-their-say-over-whether-babergh-and-mid-suffolk-district-councils-should-reduce-council-tax-bills-by-up-to-100-for-those-on-low-incomes/)

## Winter warmth funding for community causes

Thousands of pounds were made available to grassroots groups last month to keep the doors of their activities open for longer this winter. The [Winter Warmth Support Grant](https://www.midsuffolk.gov.uk/communities/grants-and-funding/winter-warmth-support-grant/), offered groups and non-profit organisations between £250 to £5,000 to cover the rising costs of energy, rent and food, and to keep operating without passing on increased costs to residents across Babergh and Mid Suffolk. [More information](https://www.midsuffolk.gov.uk/news/winter-warmth-funding-for-community-causes/)

## Winners announced for the Babergh and Mid Suffolk Innovation Awards 2022

The winners of the Babergh and Mid Suffolk District Council Innovations Awards have been revealed. [More information](https://www.midsuffolk.gov.uk/news/winners-announced-for-the-babergh-and-mid-suffolk-innovation-awards-2022/)

## New Innovate to Elevate programme launches for businesses

Businesses in Babergh & Mid Suffolk are set to receive an innovation boost as a new 12-month partnership between the University of Essex and the District Councils launches in the region. [More information](https://www.midsuffolk.gov.uk/news/new-innovate-to-elevate-programme-launches-for-businesses/)

## Councils’ commercial property arm continues to generate income for districts

Babergh and Mid Suffolk’s commercial property company CIFCO made a £6.7m profit last year and generated £3.7m in net income for the councils to plough back into services, councillors heard during October. [More information](https://www.midsuffolk.gov.uk/news/councils-commercial-property-arm-continues-to-generate-income-for-districts/)

**Residents to help name Babergh and Mid Suffolk’s new bin lorries**

**Babergh and Mid Suffolk District Councils have launched a competition to help them name their new environmentally-friendly bin lorries – in the biggest upgrade to their fleet in almost 10 years.**

**Residents across Babergh and Mid Suffolk are being invited to submit names for 22 brand-new bin lorries at** [www.midsuffolk.gov.uk/binlorrycompetition](http://www.midsuffolk.gov.uk/binlorrycompetition)**. The competition closes at midnight on Sunday 13 November, with winners contacted later in the year.** [More information](https://www.midsuffolk.gov.uk/news/residents-to-help-name-babergh-and-mid-suffolks-new-bin-lorries)

[**Bird flu outbreak**](https://www.babergh.gov.uk/news/bird-flu-detected-in-nedging/)

Information on the recent bird flu outbreak in Suffolk. [More information](https://www.midsuffolk.gov.uk/news/suffolk-bird-flu-outbreak/)

## First stage of Women’s Tour brings more than a million reasons to celebrate

The Women’s Tour 2022 has revealed the fantastic impact of the first stage of the UK’s biggest women’s cycling event, with more than £1m of net economic benefit poured into the regional economy. [More information](https://www.midsuffolk.gov.uk/news/first-stage-of-womens-tour-brings-more-than-a-million-reasons-to-celebrate/)

## Anyone can become homeless

In recognition of World Homelessness Day, Babergh and Mid Suffolk District Councils encouraged residents to challenge their view of what homelessness looks like. [More information](https://www.midsuffolk.gov.uk/news/anyone-can-become-homeless/)

## Campaign launched to improve metal packaging recycling rates across Suffolk

A new initiative encouraging households to recycle food and drink cans, aluminium foil and trays, empty aerosols and metal screw caps has been rolled out by the Suffolk Waste Partnership, which includes Babergh and Mid Suffolk District Councils. [More information](https://www.midsuffolk.gov.uk/news/campaign-launched-to-improve-metal-packaging-recycling-rates-across-suffolk/)

## Three finalists for Babergh and Mid Suffolk at Building Excellence Awards

The councils’ Building Control Team has won three regional awards in the annual Local Authority Building Control (LABC) Building Excellence Awards for Angel Court, Hadleigh (Best Small Social Housing Development), The Regal, Stowmarket (Best Non-Residential Extension or Alteration) and Low Street, Glemsford (Best Small New Housing Development). They now move onto the national final in London in January 2023. [More information](https://www.midsuffolk.gov.uk/news/three-finalists-for-babergh-and-mid-suffolk-at-building-excellence-awards/)

## Global bank to give students unique careers advice in jobs clinic

Young people looking for help, advice or an insight into a new career were able to take part in a careers’ session last month, with advice from global employer and high street bank HSBC as part of the Babergh and Mid Suffolk’s Careeriosity programme. [More information](https://www.midsuffolk.gov.uk/news/global-bank-to-give-students-unique-careers-advice-in-jobs-clinic/)

## October half-term fun to keep the kids active

Dozens of council-funded activities took place across Babergh and Mid Suffolk during October half term, keeping children and families, happy, healthy and active. [More information](https://www.midsuffolk.gov.uk/news/october-half-term-fun-to-keep-the-kids-active/)

## New unit for retail giant The Range gets go-ahead at Gateway 14, Stowmarket, and will create 1,650 jobs

Detailed planning consent has been given for the first unit at Gateway 14, Stowmarket, to be occupied by home, garden and leisure products retailer The Range - creating an estimated 1,650 jobs. [More information](https://www.midsuffolk.gov.uk/news/new-unit-for-retail-giant-the-range-gets-go-ahead-at-gateway-14-stowmarket-and-will-create-1650-jobs/)

## Exemplar housing development for Elmswell to be considered

Council-owned land in Elmswell could be used for a development of 50 environmentally friendly low carbon homes in a scheme going before Mid Suffolk District Council’s cabinet members this month. [More information](https://www.midsuffolk.gov.uk/news/exemplar-housing-development-for-elmswell-to-be-considered/)

## Stage is set for expansion at the John Peel Centre

Iconic Stowmarket venue, the John Peel Centre for Creative Arts, is set to welcome more visitors, events, and experiences, as they expand into neighbouring 11 Market Place. [More information](https://www.midsuffolk.gov.uk/news/stage-is-set-for-expansion-at-the-john-peel-centre/)

## How council scheme helped Harleston’s wildflower Jubilee Meadow bloom

Harleston’s wildflower Jubilee meadow showcases a colourful example of how we are helping to tackle biodiversity and climate change. [More information](https://www.midsuffolk.gov.uk/news/how-council-scheme-helped-harlestons-wildflower-jubilee-meadow-bloom/)

## Raising awareness of chosen charity

Mid Suffolk's Chairman, Cllr James Caston, hosted a fund-raising wine tour and tasting experience at Burnt House Vineyard in Little Finborough raising funds for the [Stowmarket ASD Saturday Clubs](https://midsuffolk.us15.list-manage.com/track/click?u=b92522d28bbfbe421813f5565&id=eddcde2cab&e=79bc0c3085), which support families looking after children and young people with autism. [More information](https://www.midsuffolk.gov.uk/news/raising-awareness-of-chosen-charity/)

* The discussion of the application for a lorry park and fuel station by the Northern roundabout on the A140.
* This will include a drive-through restaurant, lorry parking for 24 vehicles and units for small businesses. Permission has been given in principle for the development and Brome and Oakley Parish Councils were supportive of the plans.
* There is concern from the Environment Agency about pollution from the surface water drainage system. On the west side of the A140 culverts take the water to Stuston Beck and the River Waveney. The water from the Airfield drains in this direction. However, lagoons will be dug as part of the development. The water will go through the marsh at Thrandeston which is a site of Special Scientific Interest.
* The Planning Committee wished to have more information and disregarded the recommendation to approve in principle and officers from Mid Suffolk District Council were instructed to obtain the information. The situation is becoming worse because of the increasing hard standing on the Airfield. Councillor Fleming and Councillor Burn will follow this up. It was recognised that a lorry park is needed locally.
* The application to build on Cherry Tree Close has been referred to the Planning Committee because it has always been an amenity area.
* The holding objection by the Parish Council has delayed a decision on the application for a synchronous condenser.

Meeting reopened at 8:45 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.

1. Yaxley Allotments:

* Update on allotment gardens and tenancy agreement.

1. Report on the number of vacant plots = 21.
2. Agree the Allotment Rent for 2022/2023.

* It was agreed to keep the rent at £30 for a further year.

1. Update on long term strategy for Yaxley Allotments.

* Nothing to report.
* Unused plots:
  + The unused plots have been cut for the final time this year.

1. Finances and financial report.
   1. Balances on Accounts: 28th October 2022.
      1. Current account: £60,452.18
      2. Deposit account: £5,599.52

* The account balances were noted by Councillors.
  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. Discussion of projects on which to spend the additional income that the Parish Council has received from Drax and CIL.
     1. Letter from Ian Muir about improvements to Yaxley Village Hall circulated on 12 November 2022.
* Problems with the urinals in the Community Centre toilets have been dealt with.
* There was a discussion of the letter from Mr Muir, and it was agreed that a full internal and external survey should be completed before any decision on the proposals in his letter. It was hoped that this would result in a survey being completed and the report being available for the next meeting.
* It was agreed that the Parish Council should pay for the survey and formulate plans for future development jointly with the Community Centre Committee. The Clerk will contact Mr Muir. **Action: the Clerk.**
  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 | 101364 | £675.18 | LGA 1972 S112 |
| HMRC | PAYE | 101365 | £168.60 | LGA 1972 S112 |
| CAS | Website Hosting | 101366 | £60.00 | LGA 1972 S111 |
| Callum Newcombe | Grass Cutting | 101367 | £150.00 | LGA 1972 S111 |
| Julian Moore | Poppy Wreath | 101368 | £35.00 | LGA 1972 S111 |
| Yaxley PCC | Donation – recycling credits | 101369 | £172.70 | LGA 1972 S111 |
| Yaxley Community Centre | Donation – recycling credits | 101370 | £172.70 | LGA 1972 S111 |

* It was agreed unanimously to pay the invoices listed above, proposed by Councillor Hawes and seconded by Councillor Moore.
  1. Requests for financial support: CAB and Headway.
* Following a discussion it was agreed to make a donation to the Citizens Advice Bureau of £100.
  1. Receipts: Community Infrastructure Levy Payment: £9,363.00.

1. Co-option to fill the Casual Vacancy:

* This matter was dealt with at the beginning of the meeting and Sam Bracebridge was appointed to the Casual Vacancy.

1. Dates of Meetings 2023.

* The following dates were agreed for the meetings in 2023: 11 January 2023, (subsequently changed to 12 January 2023), 22 February 2023, 5 April 2023, 17 May 2023 and Annual Parish Meeting, 28 June 2023, 9 August 2023, 13 September 2023, 25 October 2023, 6 December 2023. 2024: 17 January 2024.

All meetings are on Wednesday and start at 7.30 p.m. except the Annual Parish Meeting which begins at 7.00 p.m.

1. Procedural. (Attachments)
   1. Review of the Asset Register.
   2. Review of the Standing Orders

* There was a query about whether councillors should stand when making a point, however, this only applies to members of the public during the public forum.
  1. Review of the Financial Regulations
  2. Review of the Statement of Internal Control.
  3. Review of the Council’s Risk Assessments.
* The procedural documents had been circulated to Councillors and were unchanged from 2021.
* The documents were approved.

1. Prospective permanent abandonment of Emergency Plan

* In response to a question it was pointed out that the Emergency Plan could only be actioned at the request of Suffolk County Council and insurance cover was no longer available for those who had hoped to provide equipment to help with the plan. Suffolk County Council had initiated the plan.
* As a result of this it was agreed to abandon the plan: proposed by Councillor Luff and seconded by Councillor Young.

1. Councillors to sign the Code of Conduct.

* Councillor Bracebridge will sign the Code of Conduct at the next meeting.

1. Highways:
   1. Increase in incidents of speeding on Mellis Road – result of traffic survey and cooperation with Mellis Parish Council regarding anti speeding measures.

* Nothing to report
  1. The adoption of the roads on Cherry Tree Close.
* Nothing to report.

1. Drax/Progress Power (Gas Fired Power Station)

* Councillor Hawes will attend the meeting in December.

1. Cranswick Processing Plant.

* See under planning application.

1. Planning:
   1. Enforcement:
      1. Enforcement of Tree Requirement around Cranswick Processing Plant.

* The Clerk will send details of the enforcement numbers to Councillor Burn who will follow them up. **Action: The Clerk and Councillor Burn.**
  1. Applications
     1. Application for Planning Permission - DC/22/05464

Proposal: Full Planning Application - Change of use of land to accommodate 15no. temporary living accommodation units and 2no. communal cabins for a period of 2 years

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

It was agreed to object to this application because:

* It is a significant change of use.
* It is an unsustainable development as there is limited public transport available locally and what is available is at inappropriate times, there are no pavements for the residents to walk to the local facilities and therefore they will be reliant on the use of cars.
  + 1. Application for Reserved Matters - DC/22/05248

Proposal: Application for Approval of Reserved Matters following Outline Planning Permission

DC/20/04045 dated 09/11/2020. Town and Country Planning Order 2015 -

Submission of Details for Appearance, Layout, Landscaping and Scale for Erection of

1No detached dwelling and garage.

Location: Land South Of Mill House, Old Ipswich Road, Yaxley, Suffolk

It was agreed to object to this application:

* The applicant has provided insufficient information.
* The plan for a cart lodge is out of proportion to the original plan for a garage.
* The drawings for the application are inadequate and unclear.
* Permission was originally given to develop the site and the buildings are not reasonable designs for this site.
* The entrance and exit splay is in the wrong position on the property.
* The Clerk will respond to the planning applications 18 b I and ii. **Action: The Clerk.**
  1. Applications – no decision: 
     1. Application for Outline Planning Permission - DC/22/04818

Proposal: Outline Planning Application (All Matters Reserved) - Erection of 2no. detached bungalows

Location: Land Off, Cherry Tree Close, Yaxley, Eye Suffolk

* + 1. Application for Planning Permission - DC/22/04021

Proposal: Full Planning Application - Construction and operation of Synchronous Condensers with ancillary infrastructure, and associated works including access and landscaping.

* + 1. Location: Land At The Leys And Ivy Farm, Mellis Road, Yaxley, Suffolk IP21 4BTApplication for Planning Permission - DC/22/03962

Proposal: Planning application - Change of use of land to residential curtilage (retention of) and creation of new highways access.

Location: Willow Tree Barn, White House Farm, Old Norwich Road, Yaxley Eye Suffolk

* + 1. Application For Planning Permission - DC/22/03492

Proposal: Amendments under Requirement 22 of the Progress Power (Gas Fired Power Station) Order 2015 (S.I. 2015/1570) as Amended, seeking permission to use solar panels and a wind turbine to power site equipment

Location: Progress Power, Potash Lane, Eye, Suffolk IP23 7HE

* 1. Planning decisions:

1. Approved:
2. Refused: none.
3. Discharge of Conditions:
4. Conditions not being Discharged: none.
   1. Withdrawn: none.
   2. Appeal allowed: none.
5. Play area:
   1. To receive Play Area Inspection Report.
      * All is in order, other than some weeding needs to be done and Councillor Wright offered to continue until the next meeting.
      * Councillors thanked Councillor Wright for taking on this responsibility.
6. Yaxley Cemetery:
   1. To consider inspection report - Councillor J Hawes.

* All is in order and the monuments are safe.
* Councillors thanked Councillor Hawes for his report.

1. Speed Indicator Devices, Defibrillator and Bottle Bank.
   1. To receive a report on the speed indicator devices.

* Nothing to report.
  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 except some branches had been left by the recycling bins which were cleared by Mr Bobby.
* Councillor Stubbington will continue with the responsibility for the bottle bank and the defibrillator until the next meeting.
* Councillors thanked Councillor Stubbington for her report and for taking on this responsibility.

1. AOB - Any items raised earlier but not for an extended discussion or decisions and items for inclusion at the meeting on 11th January 2023. Subsequently changed to 12th January 2023.

* A large puddle forms at the Yaxley exit from the roundabout after heavy rain. This will be reported to the Highways Department. **Action: The Clerk.**

Meeting closed at 9:55 p.m.

**Action Points from this Meeting:**

* It was agreed to appoint Mr Bobby and there was a discussion of fencing the field and who owned the hedges and trees. The Clerk will notify both people who quoted for the work of the outcome of their bids. **Action: The Clerk.**
* The Clerk will notify the Community Centre Committee of the work to be undertaken on the hedges and trees. **Action: the Clerk.**
* The Council agreed to ask Mr Laughlin to carry out the work on the notice board at the junction of the Street and Eye Road. The Clerk will notify both people who quoted for the work of the outcome of their bids. **Action: The Clerk.**
* It was agreed that the Parish Council should pay for a survey of the Community Centre and formulate plans for future development jointly with the Community Centre Committee. The Clerk will contact Mr Muir. **Action: the Clerk.**
* Enforcement of Tree Requirement around Cranswick Processing Plant: The Clerk will send details of the enforcement numbers to Councillor Burn who will follow them up. **Action: The Clerk and Councillor Burn.**
* A large puddle forms at the Yaxley exit from the roundabout after heavy rain. This will be reported to the Highways Department. **Action: The Clerk.**