**Minutes of the Meeting of Yaxley Parish Council held on 24th July 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 C Wright Councillor J Moore.

District Councillor D Burn

P Freeman Parish Clerk.

No members of the public.

1. Apologies for Absence.

* Councillor Fisher and County 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 12th June 2019.

* The minutes of previous meeting were agreed as a true record and were signed by the Chairman, proposed by Councillor A Luff and seconded by Councillor Pawsey.

1. Matters arising from the minutes:

**Action Points:**

Notes on the action are in red.

* Quotes for completing a tree risk assessment on Parish Council land. **Action: The Clerk.** Completed.
* It was agreed to report the problem of potholes on Church view/old Ipswich Road. **Action: The Clerk.** Completed. Following the Chairman meeting Dr Poulter at Yaxley Fête he had written to him about the various Highways matters in the Parish.
* Agenda item: Self Help Scheme. Completed.
* Mr Hammond will be approached to cut the area in front of Cherry Tree Close. **Action: Councillor Pawsey.** Completed.
* The Clerk will write to British Sugar about restricting lorries using the road through Yaxley as a shortcut to the A143. **Action: The Clerk.** Completed.
* The Clerk will meet Mr Bobby: tree surgeon, to discuss the need for any work on trees on land for which the Parish Council is responsible. **Action: The Clerk.** Completed.
* Respond to the planning application for Hartley Cottage. **Action: The Clerk.** Completed.

1. Notification of any urgent business.

* None.

Meeting close at 7.37 p.m.

**Public Forum.**

Report from Councillor Jessica Fleming, Hartismere Division, Suffolk

**Bus Services Review is ongoing** – Yaxley is not directly affected by the review, however routes serving Eye and Diss may be. A list of affected routes is on Suffolk County Council’s website [**www.suffolkonboard.com**](http://www.suffolkonboard.com/) .

**Broadband Update -**Check your area on [www.betterbroadbandsuffolk.com/upgrade-now](https://suffolk.us15.list-manage.com/track/click?u=6a4b611d774833befc266f91b&id=256d857dc6&e=6f11f42378). The BetterBroadband newsletter is available on [July 2019 newsletter](http://mailchi.mp/3783607aaa60/better-broadband-for-suffolk-connecting-communities-july-2019)

[Recently connected areas (May 2019)](https://betterbroadbandsuffolk.com/uploads/Recently_connected_areas_-_May_2019.pdf)

[Planned coverage (April 2019 - September 2019)](https://betterbroadbandsuffolk.com/uploads/Planned_coverage_Q1_Q2.pdf)

**Green Access Strategy Consultation -** Communities are invited to comment on the County Council’s Green Access Strategy - Rights of Way Improvement Plan as part of a ten-week consultation. The Countryside and Rights of Way Act (2000) requires councils to provide rights of way for walkers, cyclists, riders and those with mobility problems. The public consultation runs from 8th July 2019 and runs until 20th September.

To access the strategy and comment go to: [www.suffolk.gov.uk/rowip](http://www.suffolk.gov.uk/rowip)

Mr Muir raised the problem of the potholes on Old Ipswich Road and Eye Road. He had reported them online and had received the same response as do reports from the Parish Council. The potholes are a risk to all road users but particularly to motor cyclists. It was agreed that the only action that can be taken is to continue to report them until action is taken.

Report from District Councillor David Burn:

* Mid Suffolk District Council is funding two PCSOs for the area. Applications may be made for them to work in the Parish via [safercommunity@baberghmidsuffolk.org](mailto:safercommunity@baberghmidsuffolk.org)
* Councillor Burn agreed to send the new application form for grants from the Locality Budget to the Clerk.
* Meetings at Mid Suffolk District Council are streamed live on YouTube.
* The consultation on the Joint Local Plan will be for 10 weeks from 22nd July until 30th September 2019. The Plan will replace the 2008 Core Strategy, the 1998 Local Plan and the Stowmarket Local Plan.

Meeting reopened at 8.05 p.m.

1. Correspondence received.

* Various documents from SALC.
* Various emails from Suffolk Community Foundation.
* Town and Parish Council Newsletter.
* Various emails from the Highways Department Suffolk County Council.
* Clerks and Councils Direct.
* The Local Councillor.
* Visit of Dr Poulter to Yaxley Village Fête.
* Police Locality Meeting.
* Suffolk Community Awards.
* Bin Day Changes.
* Eye to Eye.
* Consultation on the Green Access Strategy in Suffolk.

1. Yaxley Allotments:

* Update on allotment gardens and tenancy agreement.

1. Report on the number of vacant plots = 22.
2. Decision on application to keep bees on an allotment plot.

Following a discussion, it was agreed that the Parish Council would reluctantly refuse the application for the following reasons, proposed by Councillor Hall and seconded by Councillor Pawsey:

* There is concern that the bees would be a risk to other allotment plot users.
* If a person was stung by a bee there is a potentially a serious risk to a person’s health and this would be particularly so if it was a child.
* Bees can behave, from a human point of view, erratically and therefore could behave in an unexpected way.
* The applicant would not be present all the time to ensure that the bees did not pose a risk to other people on the allotments.
* There are insurance and liability implications
* Unused plots:
  + Report on clearance of unused plots.
    - The clearance of the unused plots had been completed successfully by Mr Kemp and Mr Youngman and it was agreed that the area must not be allowed to become overgrown again. Following a discussion, it was agreed to approach Mr Newcombe for a quote to cut the area. Councillor A Luff agreed to meet him. **Action: Councillor A Luff.**
    - Other options for keeping the area tidy were considered:
      * Grazing animals.
      * Growing herbs.
  + Herbicide to be sprayed on the unused plots in the area that is still in use.
    - It was agreed that this was unnecessary as the area had been cleared.

1. Highway matters:
   1. Meeting with Highways:
      1. Pedestrians, including young children, using Mellis Road at peak times.
      * Nothing to report.
      1. Suffolk County Council Community Self Help Scheme.
      * In the discussion of this item the following points were made:
        + Parish Councils are being asked to take on the responsibilities of Suffolk County Council.
        + The requirements of the Scheme are too demanding.
        + The work can be dangerous to undertake, particularly if volunteers were used to do the work.
        + It was agreed that the Clerk should write to Councillor Fleming to express concern about the expectations placed on Parish Councils, in particular from Section 8 from the Scheme. **Action: The Clerk.**
      1. Report on clearance of footpath of soil and vegetation from Thornham Road to Mellis Primary School.
      * No action has been taken as the expectations placed on contractors are too demanding to allow the Council to employ someone that it can afford. See above under 9 a ii.
      1. Access by Progress Power to the sub-station across the hardstand. Update.
      2. Church View/Old Ipswich Road.

* Nothing to report.
  + 1. Report on cutting of vegetation at the entrance to Cherry Tree Close.
* The work has been completed.
  + 1. Report on letter about HGVs using the road through Yaxley to the A143.
* The Clerk had written to the Transport Manager of British Sugar and has not had a reply. It was agreed that the Clerk should send a reminder. **Action: The Clerk.**

1. Finances and financial report.
   1. Balances on Accounts: 28th June 2019.
      1. Current account: £5,273.99.
      2. Deposit account: £5,586.72

* Councillors noted the bank balance.
  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. Annual Accounts 2018/2019
     + The Accounting Statements and the Annual Governance Statement were unanimously agreed.
     + Heelis and Lodge had carried out the internal audit for the Parish Council and were appointed again as auditors for the accounts for the current financial year.
     + The accounts were agreed, and it was also agreed that the Certificate of Exemption will be sent to the external auditor.
     + The audit report was discussed, and the recommendations will be implemented.
  2. 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 | 101182 | £288.26 | LGA 1972 S112 |
| HMRC | PAYE | 101183 | £61.80 | LGA 1972 S112 |
| D Newcombe | Grass cutting | 101184 | £70.00 | LGA 1972 S111 |
| MSDC | Litter and Dog Bin Emptying. | 101185 | £276.00 | LGA 1972 S1121 |

* It was agreed that the payments listed above would be made, proposed by Councillor Pawsey and seconded by Councillor Wright.
  1. Requests for financial support: None.
  2. Receipts:
     1. Grant from the Wind Turbine Fund.
     2. Bank interest: £2.78.

1. Procedural. (Attachments)
   1. Review of the Asset Register.
   2. Review of the Standing Orders
   3. Review of the Financial Regulations
   4. Review of the Statement of Internal Control.
   5. Review of the Council’s Risk Assessments.

* The documents listed above had been circulated to Councillors prior to the meeting and were unchanged from when they were considered in 2018. The procedural documents were agreed.

1. Yaxley Community Centre:
   1. Security of the car park.

* The Community Centre Committee is keen that some action should be taken about the problems associated with gas cylinders and reports of drug dealing in the car park.
* Following a discussion, it was agreed that some form of security gates/bollards should be used to prevent unauthorised access.
* Councillor Laughlin offered to investigate possible solutions. **Action: Councillor Laughlin.**

1. Registration of footpaths:

* Councillor Hawes will visit the Suffolk Records Office to investigate further.

1. Tree liabilities and risk assessment.
   1. Quotation for work on trees.

* The quotation for the work on the trees on land for which the Parish Council has responsibility is £1,300 + VAT and it was agreed to accept this and that an application should be made to the Locality Budget for the cost of this work, proposed by proposed by Councillor Pawsey and seconded by Councillor Moore. **Action: The Clerk.**
* It was also agreed that Mr Bobby should be asked to make the applications necessary to the Tree Officer and to leave any firewood for people from the village to collect. **Action: The Clerk.**

1. Cranswick Chicken Factory Development
   1. Closure of Castleton Way

* Despite the inconvenience of a diversion Eye Health Centre will still be accessible from Yaxley.
* It was suggested that access for pedestrians and cyclists will have to be maintained.

1. Report on the Police Liaison Meeting.

The Chairman had attended the meeting and made the following points in his report:

* The meeting was well attended.
* There is a drug problem in Saxmundham and Leiston and a significant problem on the skate park in Eye, where threats of physical violence have been made by the drug dealers.

1. Parish Council matters for publication in the Yaxley Messenger.

* The Chairman will write his monthly article.

1. Eye Airfield:

* Nothing to report.

1. Planning:
   1. Applications:
      1. Application for Planning Permission - DC/19/02662

Proposal: Householder Planning Application - Replacement of render.

Location: 17 Mellis Road, Yaxley, Eye, Suffolk IP23 8DB

The Parish Council agreed to make the following comments on this application. **Action: The Clerk**:

* + - * The Parish Council agreed to support this application, proposed by Councillor Hawes and seconded by Councillor A Luff
    1. Application for Planning Permission - DC/19/03345

Proposal: Planning Application - Erection of 2no detached dwellings with garages

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

* + - * The Parish Council agreed to make the following comments on this application, proposed by Councillor Hawes and seconded by Councillor Hall. **Action: The Clerk**:

The 2 houses planned in this application would be sustainable.

The area for development is outside the settlement area.

The private road on Cherry Tree Close has still not been adopted.

The Parish Council arranges and pays for the cutting of the area of foliage at the entrance to Cherry Tree Close to ensure the safety of the residents, and others, driving on to and leaving the Close.

* 1. Applications – no decisions to date:
     1. 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: none.
     2. Refused:
* Application for Outline Planning Permission - DC/19/02657

Proposal: Outline Planning Application (including access, all other matters reserved)- Erection of 2no. single storey dwellings and Erection of garage to existing cottage.

Location: Hartley Cottage, Mellis Road, Yaxley, Eye Suffolk IP23 8DG

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

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

* Councillor Hall reported that he had cut back the brambles, emptied the bin twice and there is a gap at the top of the slide.
* The Council thanked Councillor Hall.
* Councillor Fisher offered to take on the responsibility until the next meeting.
  1. Annual Play Inspection Report – booked for 2019.
* Nothing to report.

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

* All is in order; the grass is recovering, and the memorials are safe.

1. Defibrillator.
   1. To receive a report on the defibrillator and the bottle bank.

* All is in order.
* There is a problem with boxes being left beside the bottle banks.

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.
* Nothing to report.
* Councillor Hawes will donate the money he has made from selling his new book to the Yaxley Town Estates Fund and the Yaxley Messenger. The Council thanked him for his generosity.

1. AOB - Any items raised earlier but not for an extended discussion or decisions and items for inclusion at the meeting on 28h August 2019.

* There was a discussion of the environmental impact of the Chicken Processing Factory which had been raised by a parishioner and this person has been advised to contact Councillor Fleming.
* The Chairman agreed to remove some signs which were out of date and had been left on the grass verge by the A140.

Meeting closed at 9:25 p.m.