**Minutes of the Meeting of Yaxley Parish Council held on 26th May 2021 at 7.30 p.m.**

**Present:**

Councillor I Luff Councillor R Hall.

Councillor J Hawes Councillor C Wright.

Councillor J Laughlin

P Freeman Parish Clerk.

One member of the public.

1. Election of Officers:
   1. To elect a Chairman of the Council
      * No one was nominated as Chairman, and it was agreed to defer this item until the next meeting. Councillor Luff agreed to continue as Chairman until then.
   2. To receive the Chairman’s declaration of acceptance of office or, if not then received, to decide when it shall be received.

* This will be deferred until the next meeting.

1. To elect a Vice-Chairman of the Council.
   * It was agreed to defer this item until the next meeting.
2. Apologies for Absence.

* Councillor Moore, Councillor Pawsey, Councillor Young, District Councillor Burn 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.

* The minutes of the previous meeting were agreed as a true record, proposed by Councillor Hawes and seconded by Councillor Laughlin.

1. Matters arising from the minutes:

**Action Points:**

Notes on the action are in red.

* 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.** This will be considered at a meeting later this year.
* 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.** Still to be actioned.
* Councillor Burn will follow up the riding lesson condition on the planning permission for the riding stables at Yaxley Manor **Action: Councillor Burn.** An agenda item under planning.
* Councillor Burn offered to investigate the area which has been sold as employment land and is adjacent to the Cranswick Processing Plant. **Action: Councillor Burn.**
* There was a discussion of the surface of the road on Castleton Way which is in a poor condition and needs repair. Councillor Burn will discuss it with Councillor Fleming. **Action: Councillor Burn.**
* The Clerk will contact Mr Hammond about a water supply for the allotments from a watermain on his property. **Action: The Clerk**. Completed.
* The Council and the Clerk will agree a new contract of employment. **Action: The Clerk**. This will be considered at a meeting later this year. The Clerk has prepared a draft contract.
* The Clerk will write to the Chairman to confirm acceptance of the agreement of one year’s backpay for the holiday allowance and three hours per meeting of holiday pay. **Action: The Cler**k. Completed.
* The Clerk will register interest in a speed camera in Yaxley. **Action: The Clerk and The Chairman** who will put notice in the Messenger. Completed.
* The Chairman will contact the Chairman of Yaxley Community Centre Committee about meetings in the Hall. **Action: The Chairman.** Completed.
* Play Area: **Action: The Chairman.** Completed.
  + The Chairman will prepare a specification for the repair work on the play area. **Action: The Chairman**.
  + Quotations for repairs to the play area will be requested.
  + New chain for the play area equipment.

1. Notification of any urgent business.

* None.

**Public Forum.**

Meeting closed at 7:40 p.m.

Mr. White attended the meeting to answer questions about a planning application to change the condition that riding lessons could not take place at the stables at Yaxley Manor. He had looked at the concerns previously raised and made the comments which follow:

* The floodlights are turned away from the road.
* It will not be necessary to park vehicles on the Mellis Road.
* Riding lessons will take place on a limited basis.

In the discussion which followed the following points were made:

* Parking on the Mellis Road is a concern at the beginning and the end of the school day. Mr White commented that there would be only two or three people for each lesson, and this would not require vehicles to be parked on the road. There would be no riding lessons during the school day.
* The use of the floodlights is limited to 9:00 p.m.
* It was agreed that a road warning sign should be erected to alert the drivers of vehicles about horses using the road.

Meeting re opened at 7:50 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.
* COVID-19
* Speeding on the Mellis Road.
* Removal of the paper bank.

1. Casual Vacancy.

* Mid Suffolk District Council has been informed of the casual vacancy.
* It has been advertised and any interest should be referred to the Clerk.

1. Clerk’s Contract

* See above under action points.

1. Yaxley Allotments:

* Update on allotment gardens and tenancy agreement.

1. Report on the number of vacant plots: 19.
2. Update on long term strategy for Yaxley Allotments.

* Nothing to report.
* Unused plots:
  + It was agreed to ask Mr Newcombe to cut the unused area.
* Use of a drone on the allotments.
  + The Parish Council had taken advice from its insurance company and following a discussion voted unanimously that the Council should not give permission to fly a drone on the allotments, proposed by Councillor Hall and seconded by Councillor Wright.

1. Finances and financial report.
   1. Appointment of Responsible Financial Officer.

* It was agreed that the Clerk should also be the Responsible Financial Officer.
  1. Balances on Accounts: 28th April 2021.
     1. Current account: £5,767.50
     2. Deposit account: £5,596.81
* The account balances were noted.
  1. Annual accounts.
* the accounts had been circulated before the meeting and the Annual Governance and Accountability Return was agreed.
* The Council also agreed that the Clerk should send the accounts to the internal auditor - Heelis and Lodge
  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 payment to Mr Newcombe |  | £457.06 | LGA 1972 S112 |
| HMRC | PAYE |  | £95.40 | LGA 1972 S112 |
| David Newcombe | Grass cutting burial ground, well seat and village sign, paid by the Clerk |  | £75.00 | LGA 1972 S111 |
| SALC | Training Courses |  | £60.00 | LGA 1972 S111 |
| MSDC | Emptying dog and litter bins |  | £342.42 | LGA 1972 S111 |

* Councillors were asked to discuss any bookings for training with the Clerk and it was agreed the cost of the course booked by Councillor Young would be met by the Council.
* It was unanimously agreed to pay the invoices listed above, proposed by Councillor Wright and seconded by Councillor Hawes.
  1. Requests for financial support: SARS: it was agreed to donate £50 to SARS.
  2. Receipts:
     1. MSDC - Precept: £3,125.00.
     2. MSDC – Parish Grant: £142.00
     3. MF Reed and PA Burke – Access Across the Community Centre Car Park: £100.00
     4. Kier Integrated Services LTD for storage of road materials on hard stand area: £575.00

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

* The Parish Council hopes the work will soon begin to install the signs.
  1. Speed limit on Castleton Way.
* it was a great to contact Councillor Fleming about a speed limit of 50 mph on the Eye Road in Yaxley. **Action: The Clerk.**
  1. Other highways matters:
* There had been some flooding in recent heavy rain at the place where the new road from the roundabout joined the existing Eye Road. It was agreed that Clerk should report this to Highways. **Action: The Clerk.**
* The direction sign for the junction with the turning to Yaxley has a sign pointing towards Yaxley and Mellis which can be difficult to see when there is heavy rain. It was agreed the Clerk should approach Highways about installing a light on the sign. **Action: The Clerk.**
* There is a system to stop people turning right from the northbound A140 into the Cranswick site and following a discussion it was agreed that the Clerk should write to Cranswick and ask about the long-term plan for this junction. **Action: The Clerk.**
* There was concern about the condition of Duke’s bridge and it was agreed that an approach should be made to Councillor Fleming to close the junction of the A140 and the Old Ipswich Road. This would reduce the traffic, in particular the number of heavy lorries, crossing the bridge. **Action: The Clerk.**

1. Planning:
   1. Applications:
      1. Application for Planning Permission Without Compliance of Condition(s) - DC/21/02369

Proposal: Application under Section 73 of The Town and Country Planning Act relating to 1822/16 for Variation or Removal of Condition 3 (Restriction on use of stables and land. Exclusion of riding lessons/riding school operation)

Location: Yaxley Manor House, Mellis Road, Yaxley, Suffolk IP23 8DG

* See above under the Public Forum.
* It was agreed that the facility is an asset to the village and the concerns are the use of the floodlights, horses joining the Mellis/Yaxley Road and there should be no parking on the road.
* It was a great to support the application, with the existing condition of no floodlights after 9:00 p.m., and in addition to add no parking on the Mellis Road and a warning sign about horses on the road, proposed by Councillor Hawes and seconded by Councillor Laughlin.
  1. Applications – no decision:
     1. Statutory consultation on proposals for Sunnica Energy Farm.
     2. 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/21/01115

Proposal: Full Application - Severance of garden and erection of 1No 4 bedroom detached bungalow and single garage.

Location: Reed Cottage, Church Lane, Yaxley, Eye Suffolk IP23 8BU

* + - Application for Planning Permission - DC/21/00610

Proposal: Planning Application. Installation of Roof Mounted Solar PV

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

1. Refused:
2. Discharge of Conditions:
3. Conditions not being Discharged: none.
   1. Withdrawn: none.
   2. Appeal: none.
4. Play area:
   1. Plans for reopening the play area.
      1. Quotation for the repairs to the play area.
      * There had been requests for tenders to be submitted for the repairs to the play area and one had been received for £775. It was agreed to accept this tender, proposed by Councillor Hawes, and seconded by Councillor Laughlin.
      * It was agreed that the work should be carried out as soon as possible and play bark will be ordered so that the play area can be reopened, proposed by Councillor Wright and seconded by Councillor Hawes. **Action: The Clerk.**
      * It will be necessary to have a risk assessment in place for the reopening.
   2. To receive Play Area Inspection Report.
      * + The waste bin is being used for dog waste bags; it was agreed to monitor the situation. Otherwise, all is in order.
        + Councillors thanked Councillor Wright for his work on this and he offered to continue until the next meeting.
   3. Annual Report.

* The Clerk reported that he had booked the annual inspection through Mid-Suffolk District Council.

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

* All is in order and the monuments are safe.
* There has been a burial recently.
* 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.
* All is in order. Councillors thanked Councillor Hall for his work.
* Councillor Hall will again take responsibility for the bottle bank and the defibrillator until the next meeting.
* Review instruction for checking the defibrillator.
  + The Clerk will send the instructions to Councillors for any comments they may have. **Action: The Clerk.**

1. AOB - Any items raised earlier but not for an extended discussion or decisions and items for inclusion at the meeting on 30th June 2021.

* The Clerk has been approached by the owner of a local business about making an offer to purchase or lease the hardstand.
* The Parish Council has been approached about making a contribution towards the cost of cutting the grass on the playing field. It was noted that the regular contribution the Parish Council makes to the Community Centre, from its income from the recycling bins is intended to pay towards the running costs.
* It was agreed that Clerk should approach the Community Centre Committee about the insurance value of the building. **Action: The Clerk.**

Meeting closed at 8.30 p.m.