**Minutes of the Meeting of Yaxley Parish Council held on 26th August 2020**

**at 7.30 p.m. by video conferencing.**

**Present:**

Councillor J Moore Councillor I Luff Councillor M Fisher.

Councillor J Laughlin Councillor J Hawes Councillor C Wright.

Councillor A Luff Councillor Pawsey

County Councillor Jessica Fleming.

District Councillor David Burn

P Freeman Parish Clerk.

One member of the public.

1. Apologies for Absence.

* Councillor Hall.

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 3rd June 2020.

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

1. Matters arising from the minutes:

**Action Points:**

Notes on the action are in red.

* Councillor Laughlin would organise a sign, which the Parish Council will pay for, to request drivers to drive slowly on the track by Ipswich Road. **Action: Councillor Laughlin.** Ordered. The signs have been erected.
* Councillor Laughlin will arrange for a sign to remind dog walkers that there is no public right of way to be placed at the entrance to the car park at Yaxley Community Centre. **Action: Councillor Laughlin** Ordered. The signs have been erected.
* The Clerk will contact Councillor Wright about the accounts. **Action: The Clerk.** Completed.
* The Clerk will send reminders about the payment of the outstanding rents. **Action: The Clerk.** Completed.
* The Clerk will try to postpone the annual report process until the play area can be reopened. **Action: The Clerk.** Completed. The report was completed.
* The foliage at the entrance to Cherry Tree Close needs to be cut back. The Clerk will approach Mr Hammond to carry out the work. **Action: The Clerk. (Councillor Pawsey subsequently offered to speak to Mr Hammond about this work.)** Completed.
* The Clerk will report the damaged sign on Hall Lane, **Action: The Clerk.** Completed.

1. Notification of any urgent business.

* None.

Meeting close at 7:35 p.m.

**Public Forum.**

Councillor Jessica Fleming, Hartismere Division, Suffolk

[Jessica.fleming@suffolk.gov.uk](mailto:Jessica.fleming@suffolk.gov.uk) Tel: 07714-597980 Twitter: @jesstfleming

**A140 Roundabouts, progress –** Please note that information about the roundabout projects is available on <https://eyea140scheme.co.uk/>

**School Transport** - The Passenger Transport team has put plans in place to ensure that all children eligible for transport can get to school. Guidance on school travel and health can be found at <https://www.suffolkonboard.com/schooltravel> and [www.suffolkonboard.com/covidguide](http://www.suffolkonboard.com/covidguide). Unfortunately, spare seats cannot be committed at this time, but this position will be reviewed in October once numbers of transport users are better known. If a parent has **no means whatsoever** of getting their child to school, SCC may be able to help by using discretionary powers.

| **Bus Services -**Bus Number | Route | Operator | Timetable Change | Date |
| --- | --- | --- | --- | --- |
| [110, 112, 113, 114](https://www.suffolkonboard.com/sccsvcupdate/updateattachment/nDvBRnvk/) | Diss - Eye - Ipswich | Simonds | Pre-COVID 19 timetable. | 17/08/2020 |

For current services visit [www.suffolkonboard.com](http://www.suffolkonboard.com) For other queries please email [passenger.transport@suffolk.gov.uk](mailto:passenger.transport@suffolk.gov.uk) To view the new timetable click on the service number:

**County Council and Suffolk Corona Watch –** Suffolk Public Health has set up its own web site available on [**www.healthysuffolk.org.uk/jsna/coronawatch**](http://www.healthysuffolk.org.uk/jsna/coronawatch). This holds national and local data, including confirmed cases of coronavirus (COVID-19), deaths from coronavirus, care home outbreaks, and Google social mobility data.

**Climate Change Action Cabinet Support** – Cabinet at its meeting on 14 July agreed an extensive programme of recommendations to achieve its ambition. Plans include mandatory consideration of climate change in future decision making. The Council will continue working with other local authorities and agencies under the umbrella of the Suffolk Climate Change Partnership. Recommendations can be found in the Climate Emergency Policy Development Panel [report](https://committeeminutes.suffolk.gov.uk/DocSetPage.aspx?MeetingTitle=(14-07-2020),%20The%20Cabinet).

**Rail Connectivity -** A rail scheme has been initiated to improve service between Ipswich/Norwich and Cambridge, and to provide a new direct rail service to Oxford. Consultants Steer have been appointed by the East West Rail Consortium (including Suffolk) to develop a business case for the East West Main Line which would link Oxford to Ipswich/Norwich via Cambridge in three sections.

**Suffolk’s Recycling Centres (HWRCs) –** Booking is still required, as are contactless card payments for items for which there is a charge, but otherwise the recycling centres are functioning close to normal and most accept trade waste. Re-use shops are open at Foxhall and Bury. [www.suffolk.gov.uk/recyclingcentres](http://www.suffolk.gov.uk/recyclingcentres)or call 0345 606 6067.

* There were no questions about the report.
* Meeting about the bend in front of the Cherry Tree Public House: Councillor Fleming is still trying to arrange a site meeting. It was stressed that the danger remains even though the hazard lines have been reinstated. Additional signs and chevrons have been discussed. The Parish Council thanked Councillor Fleming for all her work on this.
* The Chairman had spoken to the Safer Neighbourhood Team and Dan Poulter MP about the problem of speeding through the village. A speed trap identified and reported nine cars speeding on the Mellis Road. The Chairman will email the details to Councillor Fleming. **Action: The Chairman.**

Councillor Burn:

* Councillor Burn reminded the Parish Council that bids for grants from the Locality Budget can now be made.

Meeting reopened at 7:43 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
* Burglaries.

1. Yaxley Allotments:

* Update on allotment gardens and tenancy agreement.

1. Report on the number of vacant plots.

* 22.

1. The cost of running the allotments. (Document circulated 13th August 2020).

* The projections for the next few years showed an annual deficit of £610.
* There are three choices before the Council:
  + - * 1. Continue as we are.
        2. Close completely. However, there is a statutory right to ask for allotments and there are still tenants using the allotments. There would need to be a planning application for change of use.
        3. Reduce the size of the allotments and abandon all except the front 10. If there was a demand in future which exceeded these 10 allotments, there is an area of ground in front of them which could be used. The problem with this option is that there would be a significant cost initially to bring about the change. Compensation would have to be offered to any tenants in the second row. This could involve fencing and cultivating the plots for those who had moved to the front row.
* Following a discussion, it was agreed to proceed with option three, proposed by Councillor Pawsey and seconded by Councillor Moore.
* There will be a report at the next meeting, and it may be possible to obtain financial support for the changes from the Locality Budget.

1. Application for a plot.
   * The Council approved the application but subsequently it was withdrawn.

* Thefts from sheds.
  + It was agreed that unfortunately, the sheds on the allotment will never be secure and will always be vulnerable to theft.
* Unused plots:
  + Grass cutting:
    - The unused area of the allotments will be monitored, and a cut will be arranged when necessary.

1. Consultation on Licensing Act 2003: Statement of Licensing Policy (Revision). (Circulated on 19th August 2020.)

* Following a discussion, it was agreed this is a complex document and that the Council would make no comment.

1. Finances and financial report.
   1. Balances on Accounts: 28th July 2020.
      1. Current account: £1,992.76
      2. Deposit account: £5,595.76

* Councillors noted the account 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 for both accounts.
     + There were no questions from Councillors.
  2. Annual Accounts and Audit Report
     + The Accounting Statements and the Annual Governance Statement were unanimously agreed, and the Chairman will sign them on the day following this meeting.
     + Heelis and Lodge will carry out the internal audit for the Parish Council and were appointed again as auditors for the accounts for the current financial year.
     + It was agreed that the Certificate of Exemption will be sent to the external auditor once the Internal Auditor has completed their work.
  3. 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 | 101251 | £385.90 | LGA 1972 S112 |
| HMRC | PAYE | 101252 | £84.00 | LGA 1972 S112 |
| ICO | Data protection fee | 101253 | £40.00 | LGA 1972 S111 |
| PH Hammond | Cut vegetation at Cherry Tree Close | 101254 | £90.00 | LGA 1972 S111 |
| Mr Tubey | Replacement cheque paid by the Clerk from his business account | N/A | £30.00 | LGA 1972 S111 |
|  |  |  |  |  |

* It was unanimously agreed to pay the invoices listed above, proposed by Councillor Hawes and seconded by Councillor Pawsey. The Clerk will take the cheques to Councillors Hawes and Pawsey to be signed .
  1. Requests for financial support: none.
  2. Receipts: none.

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

* Payments received.

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

* See under the Public Forum.

1. Procedural.
   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, other than the new risk assessment for COVID-19, were unchanged and all were agreed.

1. COVID-19.

* The situation is largely unchanged since the last meeting.
* It was agreed that the play area should remain closed.
* The Parish Council receives regular updates from SALC.

1. Changes to the Current Panning System (Document circulated 10th August 2020).

* The document had been emailed to Councillors and it was agreed that it was a huge, unclear and complex document.
* Councillor Burn explained that it is still being discussed at Mid Suffolk District Council and it accompanies a consultation to determine housing need.
* It was agreed it needed a non-technical summary.

1. MSDC and Babergh District Council Consultation on Draft Housing Land Supply Statements. (Document circulated 14th August 2020).

* There are minor consultations and a standard method to calculate the number of houses needed in the Local Authority.
* The new method could increase the number of houses in the local area.
* It may affect the revision of the Local Plan.
* The supply of land for development should meet the need in the area for seven years

1. Planning:
   1. Applications:
      1. Application for Planning Permission - 20/03268

Proposal: Householder Planning Application - Erection of first floor and single storey rear extensions. Erection of detached triple bay garage/cart lodge (following demolition of outbuildings).

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

* Following a discussion, it was agreed to support the application, proposed by Councillor Pawsey and seconded by Councillor Fisher.
  1. Applications – no decision:
     1. Progress Power Limited (PPL) a “non-material change” application which seeks to address the uncertainties and constraints posed by the COVID-19 pandemic, in relation to its ability to formally commence construction works by August 2020, in accordance with the [Progress Power (Gas Fired Power Station) Order](https://infrastructure.planninginspectorate.gov.uk/projects/eastern/progress-power-station/) (‘the Order’). The application seeks to extend the time limit for commencing construction by up to 12 months. No other changes are proposed to the Order.
  2. Planning decisions:
     1. Approved:
        + Application for Outline Planning Permission- DC/20/02334

Proposal: Application for Outline Planning Permission (all matters reserved) - Erection of 1No detached dwelling and garage.

Location:Land North of, Mellis Road, Yaxley, Suffolk

* + - * Application for Outline Planning Permission - DC/20/00786

Proposal: Application for Outline Planning Permission (some matters reserved - access to be considered) - Erection of 2No detached dwellings (self builds)

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

* + - * Application for Planning Permission - DC/20/01268

Proposal: Planning Application. Erection of warehouse extension to existing building.

Location:C and K Meats Ltd, Potash Lane, Eye, Suffolk IP23 7HE

* + - * Application for Advertisement Consent - DC/20/01109

Proposal: Application for consent to display advertisements - New Renault Trucks brand signage to replace the current ones

Location: A140 Norwich-Ipswich Road, Brome and Oakley, Suffolk, IP23 8AW

Reason(s) for re-consultation: Resending re consultation to allow for extra time due to Covid-19.

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

1. Play area:
   1. To receive Play Area Inspection Report.
      * + The play area has remained closed due to the guidance and requirements needed to reopen it.
        + Councillor A Luff has checked the area and emptied the bin.
        + The vegetation from the hedge side of the play area is overgrown.
        + The wood around the play area needs replacing and the play bark will need to be topped up when it reopens.
        + Weeds are growing thorough the lining.
        + Councillors thanked Councillor A Luff for monitoring the play area and Councillor Fisher offered to take responsibility until the next meeting.
   2. Annual Report.

* The Clerk has not received a reply to his request to delay the Annual Report until the play area is going to be reopened.

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

* Councillor Hawes reported that the grass has been cut and the memorials are all safe.
* Thanks to Councillor Hawes.

1. Defibrillator and Bottle Bank.
   1. To receive a report on the defibrillator.

* Councillors A Luff and Hall have monitored it and Councillor Hall offered to continue until the next meeting.
* All is in order with the defibrillator.
  1. To receive a report on the bottle bank.
* The bottle bank is tidy.
* Councillor Hall 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 7th October 2020.

* Cranswick Chicken Processing Plant:
  + There is a requirement to plant a hedge and it would be helpful to know the plans.
  + Plastic is blowing around the grass verge at the front of the factory and there are teams deployed to tidy it up.
  + The plastic may come from skips at the Processing Plant.
  + The Clerk will contact the management at the Plant about these problems. **Action: The Clerk.**

Meeting closed at 8:40 p.m.