**Minutes of the Meeting of Yaxley Parish Council held on 28th August 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 Councillor M Fisher.

District Councillor D Burn

P Freeman Parish Clerk.

Four members of the public.

1. Apologies for Absence.
* None.

1. Chairman’s Opening Remarks:
* The Chairman welcomed everyone to the meeting.
1. Councillor’s Declaration of Interests in Agenda Items.
* There was consideration of the interests of Councillors in the Local Plan.
1. Minutes of the Previous Meetings held on 24th July 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 action are in red.

* David Burn will send the Clerk a form to make a bid to the locality budget for work on trees on land for which the Parish Council is responsible. The Clerk will contact Mr Bobby. **Action: David Burn and the Clerk.** Completed.
* Local Plan Consultation. **Action: Councillors.**
* Email Jessica Fleming about the Self-Help Scheme and copy to Councillor Evans. **Action: The Clerk.** Completed.
* Quotes for cutting the area of the allotments that has been recently cleared. **Councillor A Luff and The Clerk.** Completed.
* The Clerk will send a reminder about the letter to British Sugar asking for a restriction on lorries using the road through Yaxley as a shortcut to the A143. **Action: The Clerk.** Completed. The Clerk received a positive response from British Sugar.
* The Chairman will remind Dr Poulter MP about Church View/Old Ipswich Road. **Action: The Chairman.** Completed and the Chairman had thanked Dr Poulter for his visit.
* Councillor Laughlin will investigate possible security gates/bollards for the Community Centre car park. **Action: Councillor Laughlin.** Completed.
* Councillor Hawes will investigate the registration of footpaths. **Action: Councillor Hawes.** Councillor Hawes has followed this up but there are several documents that he will investigate further.
* Respond to the planning application for 17 Mellis Road and the land off Cherry Tree Close. **Action: The Clerk.** Completed.
* The Chairman will remove various signs on the A140. **Action: The Chairman.** The Chairman will follow this up.
* The Clerk will contact Highways Department about the white lines in front of the Cherry Tree Public House and the footpath from Yaxley to Mellis Primary School.
1. Notification of any urgent business.
* None.

**Public Forum.**

Meeting closed at 7:40 p.m.

A member of the public raised the following points:

* He appreciated being kept informed through the Parish Council’s email system
* He felt that the local infrastructure was deteriorating.
* There are problems with people leaving rubbish and garden waste by the bottle bank and he has moved items left behind it.
* The pavement near the bottle banks needs to be cleared and branches cut back. The Clerk will report this. **Action: The Clerk.**
* He makes every effort to keep the entrance to Yaxley tidy by cutting the grass and washes down the road signs.
* He suggested moving the litter bin nearer to the bottle bank.
* The drain on Eye Road has still to be repaired. The Clerk will report this. **Action: The Clerk.**
* Farm vehicles are travelling too fast through the village.
* 3 vehicles have crashed into a nearby wall, largely caused by them travelling too fast from the Mellis direction. He has reported these problems to Councillor Fleming and the police.
* The Chairman advised that he should contact the police through the Safer Neighbourhood Team and expressed the Parish Council’s gratitude for all his work. He added that the Parish Council has made every effort to introduce traffic calming measures in the village and improve the footpaths for pedestrians.

Councillor Burn:

The following points were made in his report.

* The Draft Local Plan consultation is currently taking place.
* The current boundaries are from 1998 and there are proposed changes. There have been no land allocations but planning applications would be looked on favourably. The areas to the North side of the Mellis Road, Burns Close and Maple Close could be considered for development.
* The consultation ends on 30th September 2019.
* In response to questions the following points were made:
	+ *Not every village has had its boundaries increased. Yaxley Is considered to be a Hinterland Village and the new boundary will include areas where developments have taken place.*
	+ *It has been acknowledged that the chicken processing factory is situated in Yaxley.*
* The Chairman has previously queried if Yaxley, because of the criteria, should be classified as a Hinterland Village.

Meeting reopened at 8:07 p.m.

1. Correspondence received.
* Various documents from SALC.
* Various emails from Community Action Suffolk.
* Town and Parish Council Newsletter.
* Various emails from the Highways Department Suffolk County Council.
* Clerks and Councils Direct.
* The Local Councillor.
* Yaxley Community Hall
* Constables’ Country
* Joint Local Plan
* Hedges
* Castleton Way

1. Yaxley Allotments:
* Update on allotment gardens and tenancy agreement.
1. Report on the number of vacant plots = 22.
2. Outcome of the decision on the application to keep bees on an allotment plot.
	* + - A tenant has put bees on an allotment plot without permission which is a breach of his tenancy agreement.
			- There was a discussion of the current situation and it was agreed that the previous decision should not be changed, and it was agreed the tenant should be given until 30th November 2019 to move the hive of bees. Proposed by Councillor Pawsey and seconded by Councillor Hall.
			- Councillor Moore had discussed the situation with a local landowner to ask if the beehive could be placed on his land. The Council thanked Councillor Moore for his help with this problem. It was agreed that appropriate insurance should be in place.
			- It was agreed that it was the responsibility of the tenant to approach the landowner.
* Unused plots:
	+ Report on clearance of unused plots.
		- Following the clearance of the unused plots it was agreed at the last meeting that it was important that they should be kept tidy. Mr Newcombe has carried out a first cut.
		- It was agreed that the Chairman should include in his article for the Yaxley Messenger that allotment plots are available to rent.
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.
* There has been no response to the letter from the Clerk.
	+ 1. Report on clearance of footpath of soil and vegetation from Thornham Road to Mellis Primary School.
* Nothing to report. The Clerk will contact the farmer whose land the hedge by the pavement adjoins. **Action: The Clerk.**
	+ 1. Access by Progress Power to the sub-station across the hardstand. Update.
* Nothing to report.
	+ 1. Church View/Old Ipswich Road.
* See above.
	+ 1. Report on cutting of vegetation at the entrance to Cherry Tree Close.
* Councillor Pawsey arranged for the area to be cut. The Council thanked Councillor Pawsey.
	+ 1. Report on letter about HGVs using the road through Yaxley to the A143.
* See above.
1. Finances and financial report.
	1. Balances on Accounts: 26th July 2019.
		1. Current account: £5,005.73
		2. Deposit account: £5,586.72
* Councillors noted the bank 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.
* 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 | 101187 | £330.08 | LGA 1972 S112  |
| HMRC | PAYE | 101188 | £82.40 | LGA 1972 S112 |
| D Newcombe | Grass cutting | 101189 | £70.00 | LGA 1972 S111 |
| Business Services at CAS LTD | Insurance Premium | 101190 | £411.60 | LGA 1972 S111 |
| Suffolk Preservation Society | Subscription | 101191 | £30.00 | LGA 1972 S111 |
| ICO | Data Protection Fee | 101192 | £40.00 | LGA 1972 S111 |
| MSDC | Election Costs. | 101193 | £107.78 | LGA 1972 S1121 |

* Councillor Burn agreed to find out why there had been a charge for the election. **Action: Councillor Burn.**
* It was agreed that the payments listed above would be made, proposed by Councillor Pawsey and seconded by Councillor Moore.
	1. Three-year long-term undertaking – Insurance £391.02
* It was agreed to accept the long-term undertaking, proposed by Councillor Pawsey and seconded by Councillor A Luff.
	1. Requests for financial support: None.
	2. Receipts: None.
1. Procedural.
	1. Review of the Council’s Risk Assessments updated to take into account GDPR.
	2. Amended Financial Regulations.
* The Council agreed the amendments, proposed by Councillor A Luff and seconded by Councillor Hall.
1. Yaxley Community Centre:
	1. Security of the car park.

Councillor Laughlin gave his report to Councillors, the following points arose in the discussion which followed:

* Bollards were agreed to be unsuitable.
* It was agreed that a gate with a combination lock will be needed.
* The onus will be on the people using the car park to ensure it is secure when they leave.
* A notice to say that there is no parking at the entrance.
* It was agreed that a swing gate, which will be set back to allow pedestrian access, with a swing post will be purchased, proposed by Councillor Hawes and seconded by Councillor Laughlin.
* The number for the combination will be available from the Clerk.
* Councillor Laughlin offered to install the gate and obtain quotations for the gate and posts. **Action: Councillor Laughlin**
1. Registration of footpaths
* See above.
1. Tree liabilities and risk assessment.
	1. Work on trees.
* The work will be completed before the winter period and be paid for from the Locality Budget.
1. Cranswick Chicken Factory Development
* See below for the details of various planning applications.
1. Parish Council matters for publication in the Yaxley Messenger.
* Allotments and The View from the Chairman.
1. Eye Airfield:
* Nothing to report.
1. Planning:
	1. Agreed response of Yaxley Parish Council to the following Planning Applications in red font, proposed by: Councillor Pawsey and seconded by Councillor Hall.
		1. Application for Consent to Carry Out Works to Tree(S) Protected by a Tree Preservation Order - DC/19/03830

Proposal: Notification of Works to Trees Protected by a Preservation Order - T1 (Pine) - Remove overhanging branches.

Location: Well Cottage, Old Ipswich Road, Yaxley, Eye Suffolk IP23 8BX

* No comment as it is an application on behalf of the Parish Council.
	+ 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

* The Parish Council supports this application once the problem associated with the entrance is resolved.
	+ 1. Application for Planning Permission - DC/19/03564

Proposal: Planning Application. Erection of 3no dwellings and garages

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

* The Parish Council objects to this application because permission was recently granted for two houses on the site and request for a further house cannot be sustained because of the size of this plot.
* The houses would be too close together for it to be a suitable development.
* There would be insufficient car parking space for three houses and parking should not be permitted on the Yaxley/Mellis Road.
	+ 1. Application for Planning Permission - Dc/19/03812

Proposal:Planning Application. Retention of construction of security gatehouse, realignment of road and new car park to serve production facility

Location: Land Eye Airfield, Castleton Way, Eye in the Parish of Yaxley, Suffolk

* + 1. Proposal: Planning Application - Construction of a freshwater tank, permeate tank, fuel tanks,

water pumps and a water softener plant (Retention of).

Location: Land Eye Airfield, Castleton Way, Eye in The Parish of Yaxley, Suffolk

* + 1. Application for Planning Permission - Dc/19/03771

Proposal: Planning Application - Construction of an LV Compound to include LV Switch room, LV Transformer and hot water vessel and transformer compound to serve production facility (Retention of).

Location: Land Eye Airfield, Castleton Way, Eye in The Parish of Yaxley, Suffolk

* + 1. Application for Planning Permission - DC/19/03908

Proposal: Planning Application - Erection of electrical substation and gas meter housing

Location: Land to the South of Eye Airfield and East of the A140

* + 1. Application for Planning Permission - DC/19/03841

Proposal: Planning Application. Retention of construction of extensions and elevational alterations to production facility

Location: Land Eye Airfield, Castleton Way, Eye in The Parish of Yaxley, Suffolk

* The Parish Council objects to this application because the appropriate size of the building should have been planned at an earlier stage and have been in the original plan.
	+ 1. Application for Planning Permission - DC/19/03837

Proposal: Planning Application. Erection of a CHP compound and oxygen and CO2 tank compound to serve production facility

Location: Land Eye Airfield, Castleton Way, Eye in The Parish of Yaxley, Suffolk

Comment by Yaxley Parish Council: The Council is not happy that these applications (iv, v, vi, vii, viii and ix) are for retrospective permissions. The Council believes that they should have been included in the original design.

* **Action: The Clerk will submit the comments agreed by the Parish Council.**
	1. Applications – no decisions to date:

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

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

* + 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:
			+ Application for Planning Permission - DC/19/02662

Proposal: Householder Planning Application - Replacement of render.

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

Application for Planning Permission - DC/19/03345

* + 1. Refused: none.
		2. Discharge of Conditions: none
	1. Withdrawn: none.
	2. Appeal by: none.
1. Play area:
	1. To receive Play Area Inspection Report.
* Councillor Fisher reported that all was in order and there was no evidence of drug use.
* The Council thanked Councillor Fisher.
* Councillor Laughlin offered to take on the responsibility until the next meeting.
1. Yaxley Cemetery:
	1. To consider inspection report - Councillor J Hawes.
* All is in order; the grass is recovering; the hedge is tidy, and the memorials are safe.
1. Defibrillator and Bottle Bank.
	1. To receive a report on the defibrillator and the bottle bank.
* All is in order.
* There is a problem with rubbish at 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.
1. AOB - Any items raised earlier but not for an extended discussion or decisions and items for inclusion at the meeting on 9th October 2019.
* Any comments on the Local Plan should be sent to the Clerk by 23rd September 2019 and he will prepare a response from the Parish Council, which will be circulated before it is submitted. **Action: Councillors and the Clerk**

Meeting closed at 9:34 p.m.