**Minutes of the Meeting of Yaxley Parish Council held on 29th January 2020**

**at 7.30 p.m.**

**Present:**

Councillor J Moore Councillor I Luff Councillor M Fisher.

Councillor J Laughlin Councillors J Hawes Councillor K Pawsey

Councillor A Luff Councillor R Hall

County Councillor J Fleming

P Freeman Parish Clerk.

Four members of the public.

1. Apologies for Absence.

* Councillor C Wright.

1. Chairman’s Opening Remarks:

* The Chairman welcomed everyone to the meeting.

1. Councillor’s Declaration of Interests in Agenda Items.

* Councillor Moore declared an intertest in item 17. a. i.

1. Minutes of the Previous Meetings held on 18th December 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 Fisher.

1. Matters arising from the minutes:

**Action Points:**

Notes on the action are in red.

* The Clerk will contact Lacy, Scott and Knight for an update on the negotiation with Drax over the access across the hard stand. **Action: The Clerk.** Completed and new offer made.
* Hedge to be removed from Plot 10 – approach Paul Kemp. **Action: The Clerk.** Completed.
* The Chairman will email the revised Emergency Plan to Councillors and they are asked to read it and make any comments, as they feel appropriate, at the next meeting. **Action: Councillors.** Completed.
* It was agreed that a sign would be purchased to be displayed at the entrance to the car park with the emergency contact numbers. **Action: Councillor Laughlin.** To be actioned before the next meeting.

1. Notification of any urgent business.

* None.

**Public Forum.**

Meeting close at 7:35 p.m.

Report from Councillor Jessica Fleming, Hartismere Division, Suffolk

**Bus Services Update** - The bus services timetables for some County routes have been updated, refer to timetable changes at [www.suffolkonboard.com](about:blank)

**Highways Speed & Safety** – In response to my contactingSuffolk Highways about the accidents in Yaxley, the team have responded to effect that new lines are scheduled to be painted in this area to be followed by an inspection. I understand that this work is to be done shortly in conjunction with a road closure.

**Roadworks Permit Scheme –** SCC intends to introduce a permit scheme for all road and street works which will give the County Council powers to manage and condition work carried out on the public highway such as utilities and Suffolk Highways. The new scheme will be in place from 1st April. Details of the scheme are available on Suffolk County Council’s [website](about:blank) under the item 28-01-2020.

**Post-16 School Travel Policy Consultation** – SCC is seeking views on proposed Post-16 Travel Policy (mainly clarifications); the consultation runs from 13th January until 26 February 2020 and affects Year 11 and 12 students. Please refer to the online survey at [www.suffolk.gov.uk/consultations](about:blank), email views to [Post-16TravelConsultation@suffolk.gov.uk](about:blank) or write to Post-16 Travel Consultation Team, Floor 3 Gold, Endeavour House, 8 Russell Road, Ipswich, IP1 2BX.

**New Special Educational Needs and Disability (SEND) units -** The following schools have been identified to develop adjunct SEND facilities:

* **Two Generic Key Stage 1 (Primary) Units** – Pipers Vale Academy and Burton End Academy
* **Three Communication and Interaction Key Stage 2 Units** – Murrayfield Primary Academy, Houldsworth Valley Primary Academy, and Causton Junior School
* **One Cognition and Learning Key Stage 2 Unit** – Clements Primary Academy
* **Three Communication and Interaction Key Stage 3/4 Units** – Copleston High School, Ixworth School, and Newmarket Academy
* **One Cognition and Learning Key Stage 3/4 Unit** – Castle Manor Primary Academy.

These units will provide 168 additional specialist placements in Suffolk as of September 2020.

A further commissioning round will begin in Spring 2020 to consider further expressions of interest from mainstream schools who would like to open units in September 2021.

* There was a discussion of the plan whereby the Parish Council has arranged for its contractor to clear the footpath from Burns Close to Mellis Primary School. The Highways Department of Suffolk County Council has agreed to provide traffic control.
* Councillor Fleming will contact the Headteacher of Mellis Primary School about the parking problem at the beginning and end of the school day.
* The new roundabouts which will be built on the A140 are on course to meet the planned deadlines.
* The abattoir on Eye Airfield only deals with large-scale pig meat producers and there may be a demand for a new abattoir for small producers.

**Cranswick Processing Plant:**

* The date for the first meeting to consult the public is 19 March 2020 at midday at the Processing Plant.
* The phone number for reporting any issues to the Processing Plant is 01379 779800.
* The management is trying to keep the grass verges free of litter.
* There was a request to limit the area which is lit up at night to reduce the impact on local residents.

Meeting reopened at 7:52 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.
* Cranswick Country Foods
* Free Swim Poster
* News from CAB Mid Suffolk
* Gate to Yaxley Community Centre.
* PCC asks for you view on his Precept Proposals.
* SIDs advice please.
* Community Governance Reviews.
* ESNEY Governor at 26 August Meeting.
* Brome Concrete Pad Lock

1. Yaxley Allotments:

* Update on allotment gardens and tenancy agreement.

1. Report on the number of vacant plots = 22. Eight tenancy agreements have been returned.

* Unused plots:
  + Nothing to report.

1. Highway matters:
   1. Meeting with Highways:
      1. Pedestrians, including young children, using Mellis Road at peak times.

* Nothing to report.
  + 1. Report on clearance of footpath of soil from Thornham Road to Mellis Primary School.
* See above.
  + 1. Access by Progress Power to the sub-station across the hardstand. Update and new offer.
* It was agreed that the Parish Council would ask for £200 per week for the period of access while the substation was built, proposed by Councillor Pawsey and seconded by Councillor Moore.
* This should amount to £26,000 and there should be a payment of 50% upfront and Drax should also meet the Parish Council’s costs for its solicitor and agent. This agreement would be for access only and not for storage.
* The Highways Department of Suffolk County Council has used the hardstanding area for storage since 2007.
* It was agreed that the Clerk would contact Councillor Fleming to enquire if the substation can be modified using the existing permission. **Action: The Clerk.**
  + 1. No Parking Area at the Junction of the Street and Eye Road.
* Nothing to report.
  + 1. Bend by Cherry Tree Public House.
* The Chairman has discussed with the householder cutting back a hedge where a warning sign is covered by it. He is due to meet the people again.
* If the hedge is not cut back, then the matter will be referred to the Highways Department of Suffolk County Council.
* The Parish Council is waiting for the meeting with Councillor Reid to discuss the problem of the bend in front of the Cherry Tree Public House and the number of accidents on this piece of road.
  + 1. Parking Enforcement.
* It was agreed that the Clerk would contact Councillor Burn about who will provide parking enforcement in the local area. **Action: The Clerk.**

1. Finances and financial report.
   1. Balances on Accounts: 28th December 2019.
      1. Current account: £5,932.34
      2. Deposit account: £5,592.30
   2. 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.
   3. Grant power of dispensation to the Clerk on the matter of the Parish Council’s decision on its annual precept. Item d. below.

* The power of dispensation was granted to the Clerk and the appropriate forms were completed by Councillors.
  1. Budget and Precept 2020/2021.
* The proposed budget had been sent to Councillors and following a discussion it was agreed that the precept should be increased by £1,000 to £6,250 to meet the cost of the increased responsibility that the Parish Council has had to take on including self-help work and the maintenance of the unused allotments. Proposed by Councillor Hawes and seconded by Councillor Laughlin.
  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 |  | £350.90 | LGA 1972 S112 |
| HMRC | PAYE |  | £84.00 | LGA 1972 S112 |
| P Freeman | Clerk’s Expenses for using home as an office |  | £75.00p | LGA 1972 S112 |
|  |  |  |  | LGA 1972 S111 |

* It was unanimously agreed to pay the invoices listed above, proposed by Councillor Laughlin and seconded by Councillor A Luff.
  1. Requests for financial support: Suffolk Neighbourhood Watch Association.
* It was unanimously agreed to refuse the request for financial support.
  1. Receipts:
     1. MSDC – Wind Turbine Fund: £5,160.00
     2. VAT Refund: £1,956.85
     3. Allotment Rent: £30.00

1. Annual Rents:
   1. Access across Yaxley Community Centre car park - £100.00
   2. Workwear - £120.00
   3. Kier Integrated Services LTD for storage of road materials on hard stand area - £575.00.
   4. PH Hammond for the rental of part of the hard stand and the allotment land not being used by the Parish Council for allotment plots – amount to be agreed.

* Following a discussion, the annual rents were agreed as shown above. Proposed by Councillor Pawsey and seconded by Councillor Hall.

1. Emergency Plan

* Councillors thanked Councillor Pawsey for all his work updating the Emergency Plan.
* The Plan will be sent to Suffolk County Council once it has been approved and a redacted version will be loaded on the Suffolk website.
* If required Suffolk County Council activates the Plan.

1. Yaxley Community Centre

* Nothing to report.

1. Cranswick Chicken Factory Development

* See above.
* The factory should be working at full capacity by March 2020.

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

* Dates for Parish Council meetings.
* The precept.
* Cranswick Factory residents meeting.

1. Eye Airfield:

* Nothing to report.

1. Planning:
   1. Applications:

Councillor Moore left the meeting.

* + 1. Application for Outline Planning Permission - DC/20/00283

Proposal: Application for Outline Planning Permission (some matters reserved - access to be considered) - Erection of 4No dwellings (following demolition of existing outbuildings)

Location: Land at Bungalow Farm, Eye Road, Yaxley, Suffolk

The following comments were agreed, proposed by Councillor Hawes and seconded by Councillor Fisher.:

* Yaxley Parish Council supports the application but is concerned about the following areas:
  + The allocation of parking spaces and questions if two per property are sufficient.
  + There is no pedestrian access from the village centre, by a footpath, to the properties, as is stated in 6.2.
  1. Applications – no decisions to date:
     1. Application for Planning Permission - DC/19/03564

Proposal: Planning Application - Construction of a freshwater tank, permeate tank, fuel tanks, water pumps and a water softener plant (Retention of).

* + 1. Application for Planning Permission - DC/19/03837

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. 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: none.
     3. Discharge of Conditions: none
  2. Withdrawn: none.
  3. Appeal:
     + - * Appeal Reference: APP/W3520/W/19/3237126

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

Appeal Start Date: 09/12/2019.

* + - * + Appeal Reference: APP/W3520/W/19/3239180

Appeal by: Dover Farm Developments Ltd

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

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

Appeal Start Date: 06/12/2019.

1. Play area:
   1. To receive Play Area Inspection Report.
      * + - There has been little activity since the last meeting.
          - Everything is in order.
          - Councillors thanked Councillor Fisher for her report and Councillor Hall agreed to take responsibility for the Play Area until the next meeting.
   2. Annual Report.

* Nothing to report.

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

* The grass is not growing, and the hedge does not need cutting at present.
* All is in order although one monument is leaning, but there is no risk of it falling.
  1. Quotation for grass and hedge cutting 2020.
* It was agreed to accept Mr Newcombe’s quotation for 2020 - £70 per cut, proposed by Councillor Hall and seconded by Councillor Laughlin.

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.
* The glass has been swept up, and otherwise all is in order.
* Councillors thanked Councillor Fisher for her report and Councillor A Luff agreed to update the rota.

1. To receive Councillor’s reports.
   1. Councillor Luff – EPR.

* There will be a meeting in February and the Chairman will attend.
  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 18th March 2020.

* The Chairman will send the wording for the sign for the gate to the Community Centre car park to Councillor Laughlin. **Action: The Chairman.**
* There had been further fly tipping in Yaxley which the Clerk will report. **Action: The Clerk.**
* There have been attempted break ins during the last month.
* The Clerk will report the need for the white lines at the junction of the Street with Eye Road. **Action: The Clerk.**

Meeting closed at 9:15 p.m.