**Minutes of the Meeting of Yaxley Parish Council held on 31st August 2022 at 7.30 p.m.**

**Present:**

Councillor N Young Councillor J Moore

Councillor R Hall. Councillor C Wright

Councillor J Hawes Councillor K Stubbington

District Councillor David Burn

County Councillor Jessica Fleming.

P Freeman Parish Clerk.

One member of the public.

**Meeting at Leys Lane:**

A meeting took place at 6.30 p.m. to look at the site of the synchronous condensers with ancillary infrastructure on Leys Lane. Representatives of Conrad Energy were present.

1. Apologies for Absence.
* Councillors Pawsey and Luff. Councillors sent their best wishes to Councillor Pawsey.
1. Chair’s Opening Remarks
* The Chair 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 and were signed by the Chair, proposed by Councillor Hawes and seconded by Councillor Stubbington.
1. Matters arising from the minutes:

**Action Points:**

Notes on the action are in red.

**Action Points from the Meeting on 26 May 2021.**

* 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.**

**Action Points from the Meeting on 23 February 2022.**

* The bowser needs maintenance. **Action: Cllr Moore.** Nothing to report.

**New Action Points from the Meeting on 18 May 2022.**

* At a future meeting there will be a discussion of how the income from the agreement with Drax and CIL will be used. Two/three projects will be identified which will then be put to local people. **Action: The Clerk.** The following were suggested: the Well Seat, bore hole for the allotments, toilet in the Community Centre car park, a new door for the entrance to the hall from the toilet area, play area equipment, outdoor gym, work on the perimeter of the King George V Playing Field, the door at the bottom end of the hall needs to be replaced.
* The Clerk will pass on the reports of drug use and speeding vehicles near the layby on the Old Ipswich Road. **Action: The Clerk.** It was agreed to wait to see if any progress is made by the police before discussing closing the lay by.
* The Clerk will check the agreement which was made for the 99-year lease on the land on which the Community Centre is built. **Action: The Clerk.** Nothing to report.

**Action Points from the Meeting on 8 June 2022.**

* Follow up again the progress on the adoption of the roads on Cherry Tree Close with Suffolk Legal and forward the email received to Cllr Fleming and Cllr Burn. **Action: The Clerk.** Completed, but no more information. County Councillor Fleming agreed to forward an email to the Clerk about this and arrange a meeting to discuss the problem. **Action: Councillor Fleming.**
* Cranswick has not carried out the planting of a green boundary to screen the processing plant on the southern side of the factory. **Action: The Clerk.** Reported.
* The biodiversity conditions which apply to Cuckoo Close, and the clearance of the site have not been completed the Clerk will contact the Enforcement Officer. **Action: The Clerk.** Reported.

These two matters will be followed up by an Enforcement Officer for Mid Suffolk District Council with the expectation that what was agreed in the planning permission will be implemented.

* The revised Emergency Plan will be considered at the meeting in October 2022. **Action: Cllr Luff and the Clerk.**
* The Clerk will contact the Footpath Officer about options to prevent fly tipping on Judas Lane. **Action: The Clerk.** This will be discussed at the next meeting.

**Action Points from the Meeting on 20 July 2022.**

* Follow up the report the grass verge at the junction of Eye Road and the A140 which to be cut to improve visibility for vehicles. **Action: The Clerk.** A meeting has taken place. It was agreed to contact Mr Newcombe to arrange for the grass verge to be carried out on a regular basis. **Action: The Clerk.**
* Contact Cranswick about a permanent arrangement to control access to the site. **Action: The Clerk.** Completed. The Clerk has made several attempts to contact Cranswick but without success. He will make another attempt through the Company’s website.
* Arrange a meeting with Conrad Energy about the plans for a Synchronous Condenser next to the new substation on Ley Lane. **Action: The Clerk.** Completed.
* The Clerk will respond to application No 16 a. ii. Completed.
* Cllr Luff will contact the supplier of the SID. **Action: Cllr Luff.**
1. Notification of any urgent business.
* None.

Meeting closed at 7:45 p.m.

**Public Forum.**

Councillor Jessica Fleming, Hartismere Division, Suffolk

Jessica.fleming@suffolk.gov.uk Tel: 07714-597980 Twitter: @jesstfleming

**Local Welfare Assistance Scheme** – This scheme is intended to locate practical help for those experiencing financial hardship this winter. An application either individually or made on behalf of a supporting organisation may be made to [**www.suffolk.gov.uk/FinancialHardship**](https://www.suffolk.gov.uk/coronavirus-covid-19/suffolk-advice-and-support-service/)

Local organisations offering assistance include Citizens Advice Bureau, district and borough councils, health services and voluntary organisations, or for help with home heating Warm Homes Healthy People on **03456 037 686** or email **whhp@eastsuffolk.gov.uk**

**Spent Battery Disposal** - The Suffolk Waste Partnership has signed up to the Stop Battery Fires Campaign launched by national safe electricals recycling group [**Material Focus**](https://www.recycleyourelectricals.org.uk/), which aims to raise awareness of safe battery and electricals recycling and disposal.

Batteries, or electricals containing batteries get crushed in the waste or recycling process. This can result in them self-combusting, setting fire to flammable waste around them. Frequently discarded battery-containing electricals include e-toothbrushes, shavers, chargers and toys. Lithium-ion batteries are responsible for almost half of all waste fires occurring in the UK each year. Please discard used items at recycling centres or supermarket drop off points.

**Solar Together open for Registration** - This scheme helps homeowners to assess properties and pay a fair price for a high-quality installation from pre-approved installers. Solar Together Suffolk is supported by Suffolk County Council and all local borough and district councils. From 22 August – 26th September Suffolk residents can register with the group-buying scheme, with no obligation to go ahead with an installation: [**www.solartogether.co.uk/suffolk**](https://solartogether.co.uk/suffolk/home).

* **22 August - 26 September**: registration is open, it is free and with no obligation
* **27 September**: pre-vetted installers take part in the auction against each other
* **17 October**: personal recommendation based on your registration details
* **25 November**: deadline to accept your recommendation and proceed with an installation.

**Ukraine -** Suffolk hasbeen sponsoring Ukrainian guests for just over 6 months, some are not yet ready to be independent but for various reasons cannot continue to stay with their current host. Also more people are fleeing the conflict each day. We are therefore asking anyone who thinks they may be able to help a family in need to sign up to the Homes for Ukraine scheme.

We are in need of a wide range of homes for single people, mums with children and complete families. Anything “self-contained” is especially helpful. If you think you can help, or know anyone who is interested, please visit [**homesforukraine.campaign.gov.uk**](https://www.gov.uk/register-interest-homes-ukraine).

There will be a meeting to discuss walking and cycling infrastructure on Castleton way at Eye Townhall. There may be funding for the access to Eye from Yaxley following councillor Fleming’s bid for it to be a priority. There are other funds from which money may be obtained: the turbine fund which covers a large area and progress powers community benefit fund.

* In response to a question Councillor Fleming offered to find out about plans to replace oil fired boilers used for heating in rural homes with heat pumps. **Action: Councillor Fleming.**

District Councillor Burn:

Carmel Driscoll is the case officer for Cranswick, and the company is under pressure to carry out its responsibility for screening the factory.

Much of what is covered in Councillor Fleming’s report is relevant to this report.

Meeting reopened at 8:00 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.
1. Yaxley Allotments:
* Update on allotment gardens and tenancy agreement.
1. Report on the number of vacant plots: unchanged at 21 plots.
2. Update on long term strategy for Yaxley Allotments.
* During the recent very dry spell there has been considerable pressure on Councillor Moore to fill the browser regularly. This cannot be sustained and a permanent arrangement for a water supply needs to be arranged.
* There are 2 options:
	+ A mains water supply.
	+ A water supply from a borehole.
* Both options would be expensive to implement. However, there could be funding from Drax, the Community Infrastructure Levy or Essex and Suffolk Water.
* Unused plots:
	+ Mr Newcombe is keeping the unused plots tidy.
1. Finances and financial report.
	1. Balances on Accounts: 28th July 2022.
		1. Current account: £48,648.98
		2. Deposit account: £5,597.79
* The account balances were noted by Councillors.
	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 Audit.
* The Clerk had prepared a response to the audit report and Councillors thanked the Clerk for his work on the accounts.
* Response to the internal audit 2021/2022:
* **Recommendation (1):** To ensure that VAT is reclaimed back from HMRC and minute the action taken.
* Response:

The VAT has been claimed back and the Parish Council will receive a payment of £1,447.98.

* **Recommendation (2):** To review Fidelity Cover in line with the recommended guidelines of year-end balances plus 50% of the precept.
* Response:

The Clerk recommended that the limit of the fidelity cover is increased to £50,000.

* **Recommendation (3):** To comply with the requirements of the Transparency Code in accordance with the referenced guidance.
* Response:

The website now complies with the requirements of the Transparency Code.

* **Recommendation (4):** Copy of P60 to be maintained in Audit File as part of year-end process.
* Response:

A copy of the P60 is attached to this response and will be filed by the Clerk.

* **Recommendation (5):** The council should review whether Earmarked reserves need to be established.
* Response:

The following were some suggested uses of the Parish Council’s reserves: the Well Seat, bore hole for the allotments, toilet in the Community Centre car park, a new door for the entrance to the hall from the toilet area, play area equipment, outdoor gym, work on the perimeter of the King George V Playing Field, the door at the bottom end of the hall needs to be replaced.

* **Recommendation (6):** When applicable, the council’s response to the Internal Audit recommendations should be contained in the minutes of the meeting.
* Response:

This will be added to the minutes of the meeting on 31st August 2022.

* Heelis and Lodge were reappointed as auditors for the current financial year.
	1. Discussion of projects on which to spend the additional income that the Parish Council has received from Drax and CIL.
* Bore hole for the allotments: there are two options to supply water:
	+ A mains water supply which would involve contacting Essex and Suffolk Water. **Action: The Clerk.**
	+ A borehole which the Clerk had previously investigated.
* Various other projects for the Community Centre were discussed:
* Toilet in the Community Centre car park,
* A new door for the entrance to the hall from the toilet area,
* Play area equipment and an outdoor gym which would include equipment that could be used by parents and their children.
* The door at the bottom end of the hall needs to be replaced.
* The Chair will contact the Community Centre Committee about these projects: **Action: The Chair.**
* Work on the perimeter of the King George V Playing Field. The Clerk will contact contractors for quotations for the work. **Action: The Clerk.**
	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  | 101355 | £507.88 | LGA 1972 S112  |
| HMRC | PAYE | 101356 | £114.60 | LGA 1972 S112 |
| ICO | Data protection fee | 101357 | £40.00 | LGA 1972 S111 |
| Callum Newcombe | Grass Cutting |  |  | LGA 1972 S111 |

* It was agreed unanimously to pay the invoices listed above, proposed by Councillor Wright and seconded by Councillor Young.
	1. Requests for financial support: SARS.
	+ It was agreed unanimously to donate £50 to SARS, proposed by Councillor Wright and seconded by Councillor Stubbington.
	1. Receipts: VAT Claim: £1,447.98.
1. Litter Pick
	* Following a discussion it was agreed the Clerk will contact the Council’s insurance company to clarify the level of cover and obtain equipment for a litter pick from Mid Suffolk District Council. **Action: The Clerk.**
2. Casual Vacancy
	* Following the resignation of Councillor Laughlin it was agreed that the Clerk will inform Mid Suffolk District Council that there is a vacancy on the Parish Council. **Action: The Clerk.**
3. Emergency Plan for Yaxley: update.
	* Nothing to report.
4. Revised Code of Conduct
	* The Code of Conduct had been sent to Councillors and it was agreed to adopt it, proposed by Councillor Hawes and seconded by Councillor Moore.
	* A sheet will be prepared for signing at the next meeting. **Action: The Clerk.**
5. Highways:
	1. Fly tipping on Judas Lane/Green Lane.
* It was agreed that this may be a one-off incident and as a result no further action will be taken.
	1. Increase in incidents of speeding on Mellis Road – result of traffic survey and cooperation with Mellis Parish Council regarding anti speeding measures.
* It is hoped that the speed cameras will be in the village as often as possible to deter drivers from breaking the speed limit.
	1. The adoption of the roads on Cherry Tree Close.
* Nothing to report.
1. Drax/Progress Power (Gas Fired Power Station)
* At the next meeting of the consultation group Councillor Hawes will enquire about the Community Fund and how the Council can apply for a grant. **Action: Councillor Hawes.**
1. Cranswick Processing Plant.
* See above.
* The Clerk will email the Chair the phone number by which members of the public can report smells from the factory. **Action: The Clerk.**
1. Planning:
	1. Applications:
		1. Application for Planning Permission - DC/22/04021

Proposal: Full Planning Application - Construction and operation of Synchronous Condensers with ancillary infrastructure, and associated works including access and landscaping.

Location: Land at The Leys And Ivy Farm, Mellis Road, Yaxley, Suffolk IP21 4BTApplication for Planning Permission - DC/22/03962.

Following the meeting earlier on the evening of this meeting the following points were made in the discussion:

* The Clerk will ask for an extension for the Parish Council to comment on this application due to its complexity and the impact on the community.
* The plan for screening of the site is adequate but it was agreed that it should be a priority and undertaken at the beginning of the project.
* Conrad Energy should be asked how they further propose to mitigate the visual impact of the project.
* It was agreed that Councillors should send questions to the Clerk which can be put to Conrad Energy. An additional meeting will be arranged if an extension cannot be agreed until after the next meeting for the Parish Council’s response. **Action: Councillors and the Clerk.**
	+ 1. Proposal: Planning application - Change of use of land to residential curtilage (retention of) and

creation of new highways access.

Location: Willow Tree Barn, White House Farm, Old Norwich Road, Yaxley Eye Suffolk.

* The Parish Council agreed to make no comment on this application
1. Applications – no decision:
	* 1. Application For Planning Permission - DC/22/03492

Proposal: Amendments under Requirement 22 of the Progress Power (Gas Fired Power Station) Order 2015 (S.I. 2015/1570) as Amended, seeking permission to use solar panels and a wind turbine to power site equipment

Location: Progress Power, Potash Lane, Eye, Suffolk IP23 7HE

1. Planning decisions:
2. Approved:
	* + - Application For Planning Permission - DC/22/03228

Proposal: Householder Application - Erection of a single storey wrap around extension.

Location: 12 Maple Close, Yaxley, Eye, Suffolk IP23 8DQ

* + - * Application for Planning Permission - DC/22/02253

Proposal: Householder Application - Erection of front extension and replacement of flat roof to rear projection with a tiled pitched roof.

Location: 15 Maple Close, Yaxley, Eye, Suffolk IP23 8DQ

* + - * Application for Planning Permission - DC/22/02089

Proposal: Approval of Details Reserved by Requirement 3 (Detailed Design, Part 5) and Amendments to previously approved plans under Requirement 22 (Amendments to Approved Details, Part 1) of the Progress Power (Gas Fired Power Station) Order 2015 As Amended

Location: National Grid Yaxley Substation Connection, Land To The West Of, Old Norwich Road, Yaxley Suffolk

* + - * Application for Planning Permission - DC/22/00744
			Proposal: Planning Application - Change of use of agricultural land for the provision of 7No additional residential caravans, laundry room and stationing of mobile shower block and reconfiguration of existing 9No caravans, all to provide accommodation for agricultural workers employed by the applicant.
			Location: Chestnuts Farm, Langton Green, Eye, IP23 7HL
			* Application for Planning Permission Without Compliance of Condition(S) -DC/21/05236

Proposal: Application under Section 73 of the Town and Country Planning Act - Variation of Condition 2 (Approved Plans and Documents) of planning permission DC/19/00108 dated 04/09/2019 - (Erection of factory with an adjoining two-storey production office, a warehouse extension, a loading dock building, and material stockpile. Provision of 9no. caravans for temporary accommodation for seasonal staff. Creation of vehicular access) To vary appearance and layout of main building extensions and configuration of waste pad - new drawings submitted.

Location: Camstar Herbs Ltd, Chestnuts Farm, Langton Green, Eye Suffolk IP23 7HL

1. Refused: none.
2. Discharge of Conditions:
3. Conditions not being Discharged: none.
4. Withdrawn: none.
5. Appeal allowed: none.
6. Play area:
	1. To receive Play Area Inspection Report.
		* All is in order although the area needs weeding.
7. Yaxley Cemetery:
	1. To consider inspection report - Councillor J Hawes.
* All is in order; the grass is not growing, and the monuments are safe.
* Additional plots for cremated remains may be needed in the future.
* Councillors thanked Councillor Hawes for his report.
1. Speed Indicator Devices, Defibrillator and Bottle Bank.
	1. To receive a report on the speed indicator devices.
* Nothing to report.
	1. To receive a report on the defibrillator.
* All is in order and the condensation seems to have ceased.
	1. To receive a report on the bottle bank.
* All is in order and the bottle banks and other bins have been emptied recently.
* However, litter is being left in the area and this is an ongoing problem.
* Councillor Stubbington will take responsibility for the bottle bank and the defibrillator 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 12th October 2022.
* None.

Meeting closed at 9:20 p.m.

**Action Points from this Meeting:**

* County Councillor Fleming agreed to forward an email to the Clerk about Cherry Tree Close and arrange a meeting to discuss the problem. **Action: Councillor Fleming.**
* It was agreed to contact Mr Newcombe to arrange for the grass verge to be cut out on a regular basis. **Action: The Clerk.**
* Councillor Fleming offered to find out about plans to replace oil fired boilers used for heating in rural homes with heat pumps. **Action: Councillor Fleming.**
* A mains water supply for the allotments which involves contacting Essex and Suffolk Water. **Action: The Clerk.**
* The Chair will contact the Community Centre Committee about the projects listed in the minutes: **Action: The Chair.**
* The Clerk will contact contractors for quotations for the work on the King George V Playing Field. **Action: The Clerk.**
* The Clerk will contact the Council’s insurance company to clarify the level of cover for a litter pick by volunteers and obtain equipment for it from Mid Suffolk District Council. **Action: The Clerk.**
* The Clerk will inform Mid Suffolk District Council that there is a vacancy on the Parish Council. **Action: The Clerk.**
* A sheet will be prepared to be signed by Councillors at the next meeting to show they accept the new Code of Conduct. **Action: The Clerk.**
* At the next meeting of the Drax consultation group Councillor Hawes will enquire about the Community Fund and how the Council can apply for a grant. **Action: Councillor Hawes.**
* The Clerk will email the Chair the phone number of Cranswick by which members of the public can report smells from the factory. **Action: The Clerk.**
* It was agreed that Councillors should send questions to the Clerk which can be put to Conrad Energy. An additional meeting will be arranged if an extension cannot be agreed until after the next meeting for the Parish Council’s response. **Action: Councillors and the Clerk.**