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

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

**Present:**

Councillor J Moore Councillor I Luff Councillor M Fisher.

Councillor J Laughlin Councillors J Hawes Councillor C Wright.

Councillor A Luff

P Freeman Parish Clerk.

No members of the public.

1. Election of Officers:
   1. To elect a Chairman of the Council

* Councillor Luff was elected as Chairman, proposed by Councillor Fisher and seconded by Councillor Moore. Councillors thanked Councillor Luff for all his hard work as Chairman during the past year.
  1. To receive the Chairman’s declaration of acceptance of office or, if not then received, to decide when it shall be received.
* This has been completed.

1. To elect a Vice-Chairman of the Council.

* Councillor Moore was elected as Vice-Chairman, proposed by Councillor A Luff and seconded by Councillor Laughlin

1. Apologies for Absence.

* Keith Pawsey, who is due home from hospital soon, and Councillors sent their best wishes to him for a good recovery, and Councillor Hall.

1. Chairman’s Opening Remarks

* Councillor Luff welcomed everyone to the meeting and thanked Councillors for electing him as Chairman.

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

* None.

1. Minutes of the Previous Meetings held on 18th March 2020.

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

1. Matters arising from the minutes:

**Action Points:**

Notes on the action are in red.

* It was agreed that Mr Newcombe should cut the unused allotment plots, as necessary. Proposed by Councillor Hawes and seconded by Councillor Wright. **Action: The Clerk.** It was agreed that the Clerk will ask Mr Newcombe to cut the unused allotment plots in the next two weeks. **Action: The Clerk.**
* Recycling Credits: £335.45 will be divided between Yaxley Community Centre and Yaxley PCC. proposed by Councillor Wright and seconded by Councillor Hawes. **Action: The Clerk.** Completed
* The Clerk will write to the Highways Department of Suffolk County Council about the adoption of Cherry Tree Close. **Action: The Clerk.** Completed
* The Clerk will report potholes on Castleton Way. **Action: The Clerk.** Completed

1. Notification of any urgent business.

* Cars parking in front of the bottle**.**

**Public Forum.**

Report from Councillor Jessica Fleming, Hartismere Division, Suffolk

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

**County Council and Covid-19 -** Suffolk County Council is resuming some public meetings using virtual interfaces, the first is Scrutiny on 12th May where we will consider the performance of rail services in Suffolk. Please note that, due to the current situation with Covid-19 arrangements for public participation in meetings are different, questions may be submitted through prior arrangement and meetings may be watched via live streaming. Please contact the Business Manager (Democratic Services) on 01473 260855 for further information.

Home but not Alone Phoneline: 0800-876-6926

Please note the current link for [Financial support for businesses during coronavirus (COVID-19)](about:blank#history)

**Microsoft Teams webinar:** On Thurs 30th April at 11.00am Community Action Suffolk are hosting a webinar to demonstrate use of the Microsoft Teams platform. This webinar will be delivered by Greenshoots Learning for CAS and is free of charge. For more information [click here](about:blank)

Covid related Support is available from [https://www.communityactionsuffolk.org.uk/](about:blank)

**Highways England Works on A14 between J50 and J52 (Claydon to Stowmarket) –** Resurfacing is planned to start on May 11th for 12 weeks, mostly at night, various restrictions will be in place on the A14. Further details are being developed, and some night diversions using the A143/ A140 route are likely for a portion of this time.

**A140 Roundabouts -** Interserve Construction Ltd has been appointed as the main contractor.

Tree clearance was completed at the end of February 2020. Archaeological works began on 20th April at the northern roundabout and should take approximately 4 weeks. All works are currently being carried out adhering to social distancing guidelines for COVID19.

**Reminder -School Transport Opt-in** – Eligible students/ parents need to opt in to receive Council Funded School Travel for 2020/2021, the deadline is 31st May 2020. Please refer to [www.suffolkonboard.com/optin](about:blank)  or [https://www.suffolkonboard.com/school-travel](about:blank)

There were no questions about the report.

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

1. Yaxley Allotments:

* Update on allotment gardens and tenancy agreement.

1. Report on the number of vacant plots: 22

* Unused plots:
  + See above.
* Water supply:
  + Councillor Moore offered to fill the bowser with water and take it to the allotments. **Action: Councillor Moore.**

1. Finances and financial report.
   1. Balances on Accounts: 27th March 2020.
      1. Current account: £1,516.71
      2. Deposit account: £5,594.26

* The bank account balances were noted.
  1. Financial report and bank reconciliation.
* Nothing to report.
  1. Annual Accounts 2019/2020
* Parish Councils have been given an extension to the time allowed to complete the annual accounts and the Clerk will complete them as soon as possible and consult Councillor Wright over any problems. **Action: The Clerk.**
  1. COVID-19 Emerging Needs Grant
* Following a discussion, it was agreed that there was no need to make an application for a grant from the COVID-19 Emerging Needs Grant.
  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 | 101231 | £406.90 | LGA 1972 S112 |
| HMRC | PAYE | 101232 | £84.00 | LGA 1972 S112 |
| David Newcombe | Grass cutting – paid by the Clerk and reclaimed as expenses. | N/A | £70.00 | LGA 1972 S111 |
| SALC | Subscription | 101233 | 260.72 | LGA 1972 S111 |
| Yaxley PCC | Donation | 101234 | £167.73 | LGA 1972 S111 |
| Yaxley Community Centre | Donation | 101235 | £167.73 | LGA 1972 S111 |
| MSDC | Litter and Dog Bins | 101236 | £332.48 | LGA 1972 S111 |
| David Newcombe | Grass cutting | 101237 | £70.00 | LGA 1972 S111 |

* It was unanimously agreed to pay the invoices listed above, proposed by Councillor Moore, and seconded by Councillor Wright.
  1. Requests for financial support: none.
  2. Receipts:
     1. Interest: £1.96
     2. Workwear: £120.00

1. Annual Rents:
   1. Access across Yaxley Community Centre car park – payment has not been made.
   2. Workwear – payment received.
   3. Kier Integrated Services LTD for storage of road materials on hard stand area – payment has not been made.
2. COVID-19.

* A few requests have been received from people living in Yaxley for assistance under the Parish Council’s scheme.
* Mr Joslin has offered to collect prescriptions from Botesdale Health Centre, where he works as a paramedic, for people living in Yaxley. The Parish Council is grateful for his help.

1. Planning:
   1. Applications:
      1. 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

* It was agreed to make no comment.
  + 1. 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.

* It was agreed to make no comment.
  + 1. Application for Planning Permission - DC/20/01534

Proposal: Planning Application. Change of use of existing buildings from Holiday Let to 3no dwellings with the addition of car parking areas and footpath

Location:Yaxley Manor House, Mellis Road, Yaxley (Part in The Parish of Mellis), Eye Suffolk, IP23 8DG

The following comments were agreed:

* + 1. There is a question over who owns the access to the dwellings which are the subject of this application. A neighbour of the applicant has contacted the Parish Council to say that the right of way is for Court House, Coach House and Poplar Barn, the access for the owner of Yaxley Manor House is only for the upkeep of a wall.
    2. There would be a serious problem for vehicles leaving Yaxley Manor House at the beginning and end of the school day because of the cars parking on the road as parents drop off their children in the morning and collect them again at the end of the school day. Cars are parked on the side of the road for approximately three quarters of a mile and this area is affected for up to one hour at the beginning and end of the school day. The difference that will result from this application is that anyone who is renting one of the properties will be using the road every day of the year and not just during the time they rented one of the properties for a holiday. The part of the Mellis Road which is adjacent to Yaxley Manor House is well known as a hazardous area at the beginning and end of the school day. The Parish Council has drawn the attention of Suffolk County Council to the dangers of this situation. In the winter of 2019, there was a meeting with Mary Evans, the Cabinet Member for Highways, Jessica Fleming, the local County Councillor, and representatives from Yaxley and Mellis Parish Councils. Unfortunately, the outcome of this meeting has led to no improvement to this stretch of road. Yaxley Parish Council believes that this application will lead to an increase in traffic on this stretch of road and increase the risk to children and their parents as they go to and from Mellis Primary School.
  1. Applications – no decision:
     1. 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

* + 1. 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

* 1. Planning decisions:
     1. Approved:
     + Application for Planning Permission - DC/20/00719

Proposal: Planning Application - Erection of a crate store extension onto production facility

Location: Land at Eye Airfield, Castleton Way, Yaxley, Suffolk

* + 1. Refused: none.
    2. Discharge of Conditions: none
  1. Withdrawn: none.
  2. Appeal:
     1. Appeal refused:
        + Appeal ref: APP/W3520/W/19/3237126

Hartley Cottage, Mellis Road, Yaxley, IP23 8DG.

1. Play area:
   1. To receive Play Area Inspection Report.

* No report because play areas have been closed by the Government during the current pandemic.
* Councillor A Luff will take responsibility for the area once it is reopened.
  1. Annual Report.
* Nothing to report.

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

* All is in order and the grass has been cut.
* The memorials are safe.

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

* Councillor Laughlin offered to take responsibility for monitoring the bottle bank and the defibrillator.
* Cars parking in front of the bottle banks and making it difficult for them to be emptied. Councillor Wright offered to speak to the owner of one of the cars and a notice will be placed on the bottle banks to warn of the risk to vehicles parking there. **Action: Councillor Wright and the Clerk.**

1. AOB - Any items raised earlier but not for an extended discussion or decisions and items for inclusion at the meeting on 3rd June 2020.

* There is a fallen tree in the churchyard and Councillor Moore will check if it is in the area which is the responsibility, of the Church or, of the Parish Council. **Action: Councillor Moore.**

Meeting closed at 8:26 p.m.