

**Minutes of the Meeting of
YOXFORD PARISH COUNCIL**

held on

June 6th 2024

at 7pm

Yoxford Village Hall

1. Attendance and apologies

Attendees:

Cllr. David Childs
Cllr. Janet Gardner
Cllr. Laura Greenberg
Cllr. Russell Pearce
Cllr. Deborah Thompson
Cllr. David Tower

Apologies accepted for absence:

Cllr. Nicol McCallum
Cllr. Anna Noakes
Cllr. Ian Patterson
Cllr. Hazel Wheeler
County Cllr. Richard Smith

In attendance:

8 members of the public
District Cllr. Julia Ewart
Trudy Charles - Clerk/RFO

2. To receive declarations of interest and to consider requests for dispensations

3. Public Forum

- a) Members of the public may address the Council on any agenda item: no member of the public wished to address the Council
- b) To receive a report from County Cllr. Richard Smith: no report has been received prior to the meeting.
- c) To receive a report from the District Cllr. Julia Ewart: Cllr. Ewart had sent through her monthly report shortly before the meeting. She summarised: contact she'd had with the local primary school; that part of the A1120 being closed could affect local business because no signage had been erected to state that business was operating as usual and that offers to escort local young people to Lowestoft's Festival of Light had received no interest.

4. Minutes

- a) To approve as accurate the minutes of the Annual Meeting held on 9th May 2024: Cllr. Greenberg proposed that these minutes be approved. Cllr. Childs seconded the proposal and all present voted in favour.
- b) Matters arising not covered under agenda items:
 - i. Council's query regarding the training sessions being offered by SALC remains pending.
 - ii. The Clerk informed Council that she had uploaded the newly re-adopted Code of Conduct to the website.

5. Councillors

- a) To consider applications for the Casual Vacancy and approve next steps: both applications were discussed alongside the required skill set. It was voiced that both candidates have a strong profile and could have a positive impact. However, the previous experience of Sizewell C matters of one candidate was highlighted as particularly useful. At the end of the discussion, a vote was taken with three votes cast for Mr Walford, one vote for Ms Roper and one abstention. As a result of the vote, John Walford was co-opted onto the Council. It was also agreed that thanks be passed to the unsuccessful applicant along with an offer to join the voluntary team which supports the work of the Council.

ACTION: Clerk to contact John Walford to complete necessary documentation in readiness for his attendance at July's meeting. Clerk to contact Angela Roper to inform her of the result of the Council's deliberations.

- b) To approve the revised Councillors' responsibilities to liaise with outside organisations and to lead on projects: Cllr. Tower proposed and Cllr. Pearce seconded that these revised responsibilities be approved. All present voted in favour.

6. Councillors' and Clerk's Reports

- a) Yoxwood: Cllr. Childs summarised the success of the Music Day of June 1st. Final figures will be forthcoming from the Treasurer.
- b) Church: no report
- c) Cemetery: the Clerk shared that in places, grave edges were very overgrown, which made it difficult to identify/read ground laid headstones. She asked that consideration be given to allotting this work as a task for a future work party. Discussion about this item continued and minuted under Item 8d.
- d) Work Party: the Boules court and Cemetery were identified as next tasks. Date to be confirmed at July's meeting.

7. Strategic Objectives 2024-2025

- a) To receive an update on the legal transfer of Yoxwood View play area (Priority 1.2): no update.
- b) To receive an update on the application to SCC for traffic management measures (Priority 3.1): the email from Wayne Saunders (Engineer at Suffolk County Council) was discussed. General collective disappointment was voiced by all present that, having been informed that additional calming measures such as speed roundels were allowed, his contact now contradicted this and stipulated that only existing measures on the Old High Road and A1120 (Chip Shop Hill) can be refreshed. The view was shared that, given the potential danger of the area around Village Hall/Cricket Club and Bowling Green Corner, it feels right that Council pushes to have this acknowledged and actioned before someone is hurt. It was also shared that the busyness of these two locations and village in general, is already increasing and will only worsen as the Sizewell C project gathers momentum.

ACTION: Clerk to contact Cllr. Richard Smith at Suffolk County Council and request his involvement/intervention.

- c) To receive an update on the proposal to regenerate Mulberry Park (Priority 1.2) and discuss any update from the Town Land Trust regarding the land known as 'Donkey Meadow': the members of the Town Land Trust in attendance were given permission to address the Council and answer questions by the Chairperson, Cllr. Pearce. The matter was discussed at some length. The main points are summarised below:
 - i. A view was shared that the asking price of £25,000 was excessive, particularly given the condition of the land. Considerable expense (amount currently unknown) could be incurred to clear the land and render it of use.
 - ii. An aim of Yoxford Parish Council owning the land would be to have a further asset for the village and could be its only opportunity to provide an open green space for the village. It has an access point onto the A1120.
 - iii. A member of the Town Land Trust confirmed that monies raised from the sale of 'Donkey Meadow' would be spent on the remaining assets: Mulberry Park and the two commercial properties (currently, 'Snips' and formerly 'Garden House Antiques').
 - iv. Re-locating the play area on Little St. to Donkey Meadow or the Village Hall was discussed.
 - v. The idea was proffered that the Council could purchase the land for £1 and then use the £25,000 to improve Mulberry Park and its adjoining commercial properties.
 - vi. No information has yet been gathered regarding estimated costs to clear the land, manage/maintain it or the riverbank.
 - vii. It was suggested that if the Cockfield Hall Estate was granted pedestrian access through Mulberry Park, monies could be forthcoming for its regeneration.
 - viii. No consensus could be reached to hear any proposal and so the Clerk advised that the matter be considered further at next month's meeting.
 - ix. It was proposed by Cllr. Greenberg that such an important decision should not be rushed and that members of the Council should have time to consider the Trust's proposal further. Cllr. Thompson seconded and all present were in favour.

ACTION: In readiness for July's meeting, the Clerk to gather estimates for the clearing of the land as well as of land and riverbank management. Further guidance on regulations around the spending of CIL will also be collected.

- d) To consider any information for communicating (Priority 2.1): no burning issues were raised. The Clerk was given discretion to include summaries of Council's current work.

8. Parish Matters

- a) To provide an update on the application for Suffolk County Council's Self-Help Scheme training: the Clerk shared that the application had been submitted and that she awaits contact from SCC regarding training dates.
- b) To receive an update from Cllrs. McCallum and Gardner following their contact with the Cyds Project regarding the effectiveness of Yoxford Youth Club and consider further the project's request for funding for 2024/5: Cllr. Gardner shared that she and Cllr. McCallum had not yet been able to meet with the representative from Cyds and requested that the item be included in July's agenda. All present were in agreement.

ACTION: Clerk to include this item on July's meeting agenda.

- c) To receive and discuss relevant updates regarding the Sizewell C project, including:
 - i. Feedback from the meeting of Yoxford Transport Working Group 14th May attended by Cllr. Patterson: Cllr. Patterson's absence meant that no report is available.
- d) To consider the email from a resident regarding the condition of the cemetery and review the grass-cutting schedule: in connection with Agenda Item 6c., the grass cutting schedule was discussed. Cllr. Pearce proposed and Cllr. Greenberg seconded that for the months of June and July, the Cemetery and play area on Little St. be mown fortnightly. A further review could then take place at the meeting in August. All present were in favour.

ACTION: Clerk to contact the contractor with this request.

- e) To consider the email from a resident regarding the impact of the 2023 Winter flooding: the email was discussed. Cllr. Pearce voiced confusion as to why the resident had made contact because he had spoken with them in person and summarised the Council's position. It was proposed by Cllr. Pearce and seconded by Cllr. Tower that the following summary be shared with said resident:
 - i. In relation to Little St, Yoxford Parish Council is satisfied that:
 1. all drains have been cleared and are regularly monitored by the Parish Council.
 2. the drainage ditch at the rear has been cleared.
 3. its contact and further liaison with the landowner of the field on the south-west side of the A1120 will result in appropriate mitigation works.
 4. in recent rains, all cleared drains and ditches worked effectively.
- f) To approve the annual inspection of the village children's play area at £90 plus VAT: total £108: Cllr. Greenberg proposed and Cllr. Pearce seconded that the annual inspection by D Bracey be approved.

ACTION: Clerk to contact DBracey to confirm arrangements.

9. Administration

- a) To receive further information regarding the migration to a .gov.uk website: the Clerk summarised her attendance at a further information session by the Cabinet Office. The needs of the Council were discussed and the Clerk advised that along with 12 email addresses, a new website, current domain and a secure portal would meet its needs. She had sought recommendations from other clerks who had stated that CAS had provided a very good service and so asked that she may be approved to approach CAS and a second Approved Registrar for a quotation. Cllr. Tower proposed and Cllr. Pearce seconded that the Clerk seek quotations for Council to consider.

ACTION: Clerk to collect quotations in readiness for July's meeting.

- b) To receive an update on the progress of the Internal Audit: Cllr. Pearce outlined that the Clerk had now shared the Internal Audit Report for Yoxford Parish Council for the period ending 31 March 2024. This was noted by Council. The Clerk added that there needed to be an amendment of the year end balance figure, which would be minuted under Item 10b.

10. Finance

- a) To consider and approve the 2023/4 Annual Governance Statement (Section 1) of the AGAR: Cllr. Tower proposed and Cllr. Pearce seconded that this statement be approved. All present voted in favour.

- b) To consider and approve the 2023/4 Accounting Statements (Section 2) of the AGAR: this was considered. The Clerk shared that an additional sum of £168.83 as interest on the Unity Trust Bank Fixed Deposit 1 was not included in her original calculations and so the end balance on the Accounting Statement had been amended to £60,473.05 to include said amount. Cllr. Greenberg proposed and Cllr. Childs seconded that this amended 2023/4 Accounting Statements (Section 2) of the AGAR and Final Accounts 2023/4 be approved. All present voted in favour.
- c) To note the analysis of the Significant Variances from the financial year, 2023/4: the Clerk summarised the document and its purposes after which the analysis therein was noted.
- d) To agree to set the period for the exercise of public rights from 10th June to 19th July 2024: this process was explained by the Clerk. It was then proposed by Cllr. Thompson and seconded by Cllr. Greenberg that the period be agreed. All present voted in favour.
- e) Cllr. Tower proposed and Cllr. Childs seconded that the payments listed below were authorised. All present voted in favour.

ACTION: Clerk to process the payments.

Details	Payee	Amount	VAT	Total	Power
Salary June 2024 (including 3.75 additional hours in May)	Clerk	£926.98	n/a	£926.98	LGA 1972 s.112
Invoice 3872: grass cutting 01.05.24 to 27.05.24	SCL Landscape Management Ltd	£425.00	£85.00	£510.00	OSA 1906 s.9

11. Correspondence

To review correspondence received from May 3rd to 31st 2024 and to take action as appropriate: correspondence was reviewed.

12. Questions to the Chair/Items for the Next Agenda

- a. The date for the next meeting of the Sole Trustee was requested and then confirmed as Monday July 15th at 7pm.
- b. It was asked that Children and Young People be re-instated as an item for July's meeting. The Clerk apologised as this had been her error.

ACTION: on all future agendas, the Clerk to include Children and Young People under Item Councillors' and Clerk's Reports.

13. Next Meeting

In light of the calling of a General Election, the new date and time of the next meeting of the Council was confirmed as July 11th 2024 at 7pm.

Meeting closed at 8.20pm

Trudy Charles
Parish Clerk

Appendix 1: Correspondence – May 3rd to 31st 2024

Sending Organisation	Date(s) received	Details	Date forwarded
Suffolk Association of Local Councils	various		various
East Suffolk Council:	08/05/24	Planning updates	08/05/24
	29/05/24	Greenprint Forum Newsletter	29/05/24
Suffolk Climate Change Partnership/SCC			
Police	07/05/24	Police Connect: Snape - Road closed after serious collision	07/05/24
	08/05/24	Police Connect: Theft from garage in Aldeburgh	08/05/24
	08/05/24	Police Connect: Appeal following serious collision near Snape	08/05/24
	13/05/24	Police Connect: Hollesley Bay – Prison absconder	13/05/24
	22/05/24	Police Connect: Theft from shed in Southwold	22/05/24
	29/05/24	Police Connect: Sceptre: 15 arrested in police operation to tackle knife crime	29/05/24
	29/05/24	Police Connect: Theft from a van in Wrentham	30/05/24
Others:			
Rural Services Network			
SZC & Community Relations Team	24/05/24	Town & Parish Update	28/05/24
Suffolk Community Foundation	03/05/24	Update re. fund launch	08/05/24
Local resident	08/05/24	Re. SZC Yoxford roundabout & update re. DC/21/4006/OUT	08/05/24

Appendix 2: Financial Position June 2024

Receipts: UT Current Account - May 2024

£	-
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Payments UT Current Account - May 2024

Transfer of 1st Precept installment to UT Instant Access	UT	£	7,377.00
Inv.: 28408 Payroll Service ending 31.03.24	SALC	£	54.00
MUTs Lunch April	Caterer	£	160.00
Expense Claim: Website host 1 year subscription (Bluehost)	Clerk	£	137.62
Expense Claim: McAfee AV software 1 year subscription	Clerk	£	59.99
Invoice 3831 Grass cutting March/April 2024	SCL Landscaping	£	894.00
Approved funding	Yoxwood	£	500.00
MUTs Lunch May & Birthday buffet	Caterer	£	228.00
		£	9,410.61

Receipts: UT Instant Access Account - May 2024

Transfer of 1st Precept instalment from UT Current	UT	£	7,377.00
		£	7,377.00

Payments: UT Instant Access Account - May 2024

£	-
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Total Funds: Bank/Cashbook Balances

Unity Trust Current Account as of 30 May 2024	£	3,616.58
Unity Trust Savings Account as of 30 May 2024	£	7,377.00
United Trust Bank Business Bond as of 21 February 2024	£	7,611.05
United Trust Bank Business Bond as of 21 February 2024	£	5,668.09
	£	17,039.56

Earmarked Reserves:

Strickland Manor Hill Play Area	£	1,170.85
Mulberry Park	£	4,425.00
Youth Club	£	4,124.41
ECBS	£	1,125.00
CIL 2020-2021	£	5,293.43
CIL 2021-2022	£	17,090.94
CIL 2022-2023	£	732.47
CIL 2023-2024	£	3,619.51
Meet Up Tuesday Grant	£	382.05
Teenagers' Shelter Grant	£	603.54
	£	41,567.20

General Reserves (=Total Funds – Earmarked Reserves)

£	24,527.64
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Appendix 3: Cllr Julia Ewart – Kelsale & Yoxford Ward Parish Report East Suffolk Council GLI Group – Councillor Update

Kelsale School Trip to the Suffolk Show

As a special educational outreach experience families from Kelsale school were invited to attend together, using a coach, the Suffolk Show to enjoy the very broad experience that such an event offers to rural families in terms of opportunities. The feedback suggests that it was hugely enjoyed and embraced by those who would not ordinarily have attended. The children were a delight and the stores plentiful about meeting farm animals and have the best ice cream possible.

Darsham Housing Estate – Across from Yoxford Village boundary near Copfield Hall

The estate on the right of the A12, which will be accessed by Westleton Road was always part of the local plan. There is a plan to build 110 homes. At the planning committee meeting it was noted amongst many things the huge concerns re the A12 crossings x 2 and the accessibility to the site, plus concerns about the local drainage. The village must make representation whenever possible to any future plans both as this develops and anywhere else. The new road layout at Yoxford round about must be taken into account at all times.

Deed Of Obligation

As local Councillor to Kelsale & Yoxford ward Cllr Ewart is persistent that the Deed of Obligation between Sizewell C and the local community is adhered to. This was brought up at the East Suffolk Strategy meeting as being crucial to supporting our local villages.

There is grave concern at hearing little about the new road above Kelsale and this will be followed up with Suffolk County Council.

Deed of Obligation » East Suffolk Council

Half a Million Pounds for Communities in New Emergency Response Fund

A new fund has been established to provide immediate, short-term financial support to East Suffolk communities affected by future emergency events.

In February, as part of the 2024-25 Budget setting process, East Suffolk Council created a Resilience Reserve in response to the severe disruption caused by Storm Babet last October. Now, Cabinet members have agreed how this £500,000 pot will be managed, through a newly established Resilience and Emergency Response Fund (RERF).

The RERF is designed to ensure East Suffolk Council can be more flexible and responsive to cover reasonable additional costs incurred by town and parish councils during an emergency event.

In the aftermath of Storm Babet, East Suffolk Council established the East Suffolk Flood Recovery Group, that provided a physical presence in Framlingham and Wickham Market to assist and deal with affected residents enquiries and clean up in the aftermath.

Although longer-term grants were available under central Government's flood recovery framework, a gap was identified to support the immediate and urgent needs of residents and communities; for example, provision of skips through East Suffolk Services to remove damaged household items and costs (food, bedding, clothing) for displaced people using the emergency centre set up in Framlingham's Community Hall.

GLI Cabinet member for Resources and Value for Money, Cllr Vince Langdon-Morris said:

“The severe disruption and flooding caused by Storm Babet last October has had a significant and ongoing impact on the lives and livelihoods of many East Suffolk residents. In our district alone, 320 properties were directly impacted by the storm. Winter storms are predicted to increase in frequency and severity as we come to terms with the effects and impacts of ongoing climate change.

“As much as we cannot sit back and allow climate change to irreversibly worsen, we must try and support communities affected by its ongoing impacts, including flooding from rising sea levels, prolonged rainfall and intense storms.

“This fund can bring significant relief for our residents at a time of need and empower our district council to act quickly. But, importantly, the RERF is a short-term resource and is in no way a replacement for central government support.”

Examples of support that could be provided by the fund include temporary accommodation costs for up to 48 hours, disposal costs for damaged furniture, carpets or flooring, and support for voluntary groups to assist and co-ordinate recovery activities. In addition to the RERF, a dedicated council officer will be appointed, to build upon our existing emergency response capacity, providing a communication, co-ordinating and enabling role for our town and parish councils, communities and residents before, during and after future emergency events.

East Suffolk's Amazing: Let's Keep It That Way!

East Suffolk Council Leader Caroline Topping is asking local people to take pride in where they live with the launch of a brand new campaign: “East Suffolk's Amazing – Let's Keep It That Way!”

A cross-party working group of councillors is looking at different ways that we can all work together to maintain the beauty of East Suffolk, and this includes encouraging more residents to take active pride in their local area. This includes reducing fly-tipping, recycling properly and even, where possible, looking after the spaces outside residents' own property.

There is already an incredible network of volunteers who help keep our district beautiful, with regular litter-picks, planting, and an all-round effort to keep their local area clean. East Suffolk Council is encouraging more people to get involved and to really do their bit to keep East Suffolk Amazing.

The Council will support local communities and groups by lending out equipment for litter pick events, including hi-viz vests, litter pickers, bags and bag hoops. With this in mind, a range of information about how communities can get involved in schemes, as well as a range of tips and advice, can be now found online.

GLI Cllr Caroline Topping, Green Party Lead and Leader of the Council, said:

“We invest every single penny we can in services to help maintain the beauty and cleanliness of East Suffolk – but sometimes, we have to be honest and admit that it can never necessarily be enough. The pressure on budgets is felt in our homes as a result of the cost-of-living crisis, they are felt by businesses who are doing their very best to stay afloat, and they are also felt by councils such as ours who have seen their funding reduced considerably. If we could, we would employ many more people, through our operational partners East Suffolk Services, to ensure our district remains spotless at all times. But the reality is that this simply isn't possible.

“So, what is possible? For me, and for everyone at East Suffolk, we hope and believe that the incredible local pride we all share can be put to the best possible use. If local people and organisations want to play their part, we would love them to get involved. East Suffolk's Amazing... let's keep it that way!”

GLI Cllr David Beavan, Liberal Democrat Group Lead and Deputy Leader of the Council, said:

“It makes our day to walk out onto a clean street. Our hard working staff need everyone’s help to clean up after a selfish minority.”

For more information, visit: www.eastsuffolk.gov.uk/waste/litter/amazing/

Helping People Access Affordable Food

Community groups, organisations and town and parish councils are invited to apply for funding to help provide affordable food to East Suffolk residents in need.

Supported by the UK Shared Prosperity Fund (UKSPF), the East Suffolk Pantries Grant Scheme is a three-year programme which aims to fund the initial set up of community pantries across the district, helping people in need to access affordable food in their local community.

The pantries provide a welcoming space, similar to a shop, where people can pay a subscription of less than £5 per week and receive food worth at least £15 in return. Pantries can also provide additional support, signposting to other local services and help to reduce social isolation.

Following successful previous rounds of funding, the next round of funding applications is now open. Grants of up to £4,500 are available and applications close on 28 June.

GLI Cllr Sarah Whitelock, East Suffolk Council’s cabinet member for Communities, Leisure and Tourism said: “Many people are still struggling with food costs and are finding it difficult to buy essential items. This scheme aims to give users of community pantries some certainty about their weekly budget and supply what they need for a small weekly payment. The pantries also help manage the demand on increasingly busy foodbanks.”

Previous recipients of the funding include the Food Hall at Number 28 on Wingfield Street in Bungay, run by Bungay Community Support, and Larder on the Hill at Bloodmoor Community Centre. Both pantries are now supporting local households every week to get access to affordable food. Pantry providers will become part of the East Suffolk Food Network, bringing together organisations providing both affordable food, and food in times of crisis. The network will be used to share best practice, gain support and manage access to surplus food to ensure fairness in distribution.

Applications are welcome from community and voluntary groups, organisations and town and parish councils.

For more details, and to apply, visit: www.eastsuffolk.gov.uk/business/uk-shared-prosperity-fund/

Ease the Squeeze on Cost of Living

Are you, or someone you know, worried about the increasing cost of living? We understand the pressures faced by many people today and we are working closely with key partners to ensure support is available to help ease the squeeze for households in East Suffolk.

To make it as easy as possible for you to access the services and support available, locally and nationally, we have gathered information about them in one place:

www.eastsuffolk.gov.uk/community/squeeze/

For the most up to date information regarding East Suffolk Council, please visit: www.eastsuffolk.gov.uk