

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

held on

**July 11<sup>th</sup> 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  
Cllr. John Walford  
Cllr. Hazel Wheeler

**Apologies accepted for absence:**

Cllr. Nicol McCallum  
Cllr. Ian Patterson  
District Cllr. Julia Ewart

**In attendance:**

County Cllr. Richard Smith  
3 members of the public  
Trudy Charles - Clerk/RFO

**2. To receive declarations of interest and to consider requests for dispensations: none**

**3. Public Forum**

- a) Members of the public may address the Council on any agenda item: no member of the public voiced a wish to address the Council.
- b) To receive a report from County Cllr. Richard Smith who summarised:
- i. his contact with Wayne Saunders of Highways with regard the application from Yoxford PC for traffic calming measures (signage/roundels) for the Old High Road and on the A1120 leaving the village towards Sibton. He outlined his willingness to pay for 50% of the overall cost (approximately 3k). Cllr. Smith trusts that Wayne will be in contact with the clerk soon.
  - ii. the intention from Suffolk County Council to lobby the new government for additional education funding due to one of the lowest funding per pupil in the UK
- c) To receive a report from the District Cllr. Julia Ewart: this report will be submitted once Cllr. Ewart returns from annual leave.

**4. Minutes**

- a) Cllr. Greenberg proposed that the minutes of the Meeting held on 6th June 2024, 19<sup>th</sup> June 2024 and 8<sup>th</sup> July 2024 be approved as accurate. Cllr. Wheeler seconded this proposal and all present, voted in favour.
- b) Matters arising: will be included within the agenda.

**5. Councillors' and Clerk's Reports**

- a) *Cemetery*: no report
- b) *Children and Young People* (Cllrs. McCallum & Gardner) including to receive an update from Cllrs. following their contact with the Cyds Project regarding the effectiveness of Yoxford Youth Club and then consider further, the project's request for funding for 2024/5. Cllr Gardner reported that a review meeting had yet to take place.

**ACTION: Clerk to email CYDs project team with a reminder of the importance of a meeting.**

- c) *Church*: no report
- d) *Volunteers Work Party*: dates were discussed and agreed as August 3<sup>rd</sup> and 4<sup>th</sup> for next work dates. Cllrs. Pearce, Thompson and Walford to be available. Maintenance of the Boules court and erection/condition check of the marquees will be the focus.

**ACTION: Clerk to email the Volunteers to inform them. Only a small number will be required.**

- e) *Yoxwood* (Cllr. Childs): the music day was reviewed briefly and *Yoxwood's* Acting Chair's report was shared. The Clerk had met with *Yoxwood's* Treasurer who would be submitting a financial report in readiness for August's meeting. Next year's date for the Music Day is likely to be June 21<sup>st</sup> or 28<sup>th</sup> 2025. The team will confirm nearer the time.

## 9. Strategic Objectives 2024-2025

- a) *To receive an update on the legal transfer of Yoxwood View play area (Priority 1.2):* the Clerk confirmed that the transfer details have now been finalised and so the contract will be ready for approving at the next meeting. In readiness for this, and to inform new colleagues and refresh established ones, the Clerk will forward a summary of the context/background to this matter.
- b) *To receive an update on the application to SCC for traffic management measures (Priority 3.1):* this item was covered under Item 3.b)i.
- c) *To receive an update on the proposal to regenerate Mulberry Park (Priority 1.2) and discuss further, the Town Land Trust's proposal/offer of sale of the land known as 'Donkey Meadow':* there was a lengthy and probing discussion about the matter. Key points/questions included:
- i. The decision should not be rushed.
  - ii. The use/purpose of the land needs further discussion.
  - iii. The added costs of clearance needs to be considered. One quote to do this suggests 23.5k.
  - iv. Any purchase of equipment needs to be considered
  - v. The Sizewell C Community Fund could be a source for funding.
  - vi. The Parish Council's priorities need consideration.
  - vii. The land includes the maintenance of a stretch of the River Yox. Is the Council discharging its existing duties in this regard?
  - viii. With regard the locating of play equipment on the land, some thought that Donkey Meadow is not an appropriate site and, with the play area at *Yoxwood View*, the west of the village would then have two areas. The area next to the Village Hall has already been identified as a suitable/possible site for a second play area (children's and/or adults') as a means to develop what the Hall offers.
  - ix. Should there be a wider consultation with the village?
  - x. Given that the income from the land's sale is to be used to invest in *Mulberry Park* and the two adjoining commercial properties, could the Parish Council buy the land for a £1 and commit to spending 25k on these assets?
  - xi. It was proposed by Cllr. Walford that a sub-committee be formed to discuss the matter further. This was discussed. Cllr. Tower seconded this and all voted in favour.
- ACTION: Clerk to seek legal guidance and then email Councillors to facilitate.**
- xii. At this point, a member of the public representing the Town Land Trust, asked for permission to address the Council. This was permitted by the Chairperson. The following points were shared:
- i. Discussions about the land have been ongoing since Autumn 2023
  - ii. The Chair of *Yoxford Parish Council* asked the Town Land Trust for first refusal of the land in January 2024.
  - iii. The Trust's Trustees would welcome it becoming Parish Council land.
  - iv. A written proposal was then submitted to the Parish Council.
  - v. The Trust intends using the income from the sale to invest in the two commercial properties it owns. This is a priority.
  - vi. The Trust recognises that the decision on whether to buy the land is a big one for the Parish Council but the Trust may need to consider another option if the Parish Council decides against the purchase.
  - vii. The Chair thanked the Trust's representative for this contribution and suggested that the discussion close.
- d) To consider any information for communicating (Priority 2.1): in the July newsletter, to include the work party volunteer dates agreed in Item 5)d.

## 10. Parish Matters

- a) *To provide an update on the application for Suffolk County Council's Self-Help Scheme training:* Cllrs. Noakes and Thompson are attending this training on July 17<sup>th</sup> and will feed back at the next meeting.
- b) *To receive and discuss relevant updates regarding the Sizewell C project, including:*
- i. Feedback from the meeting of Yoxford Transport Working Group 14<sup>th</sup> May attended by Cllr. Patterson: no update possible.
  - ii. Agreeing Cllrs.' attendance at Community Foundation information sessions on: Tuesday 16<sup>th</sup> July 6-8pm and/or August 7<sup>th</sup> online 1-2.30pm: Cllrs. Patterson, Tower and Walford will be attending the online webinar on August 7<sup>th</sup> and so will feedback at September's meeting.
- c) *To receive and discuss relevant updates regarding the Sea Link project:*
- i. Cllr. Thompson's attendance at a meeting organised by SEAS (Suffolk Energy Action Solutions) on 12<sup>th</sup> July was noted. She will feed back at August's meeting.
  - ii. Cllr. Patterson and Tower's attendance at Sea Link's online consultation update session on 24<sup>th</sup> and 25<sup>th</sup> July was noted. They will feed back at August's meeting.
  - iii. A proposal to agree that, as a NSIP affecting the local area, the Sea Link Project becomes a standing monthly agenda item was approved.
- d) *To receive an update from Cllr. Pearce regarding his liaisons with local landowner re. flood mitigation works on the land south-west of A1120:* Cllr. Pearce addressed a representative of the Cockfield Hall estate who was in attendance. He gave an assurance that the area will be assessed but now that the Environment Agency has given permission, the estate is prioritising the clearance of debris from the River Yox. He added that trees had also been planted in the field which would help.
- e) *To consider the emailed donation request from the Leiston branch of Citizens Advice Bureau:* after a discussion, Cllr. Pearce proposed and Cllr. Walford seconded a motion for £150 to be donated. All present voted in favour.
- f) *To consider the funding request from the monthly publication, The Yoxmere Fisherman:* this request was discussed at length. Key points included:
- i. The publication's value, purpose and space for the benefit for Yoxford is small.
  - ii. Further information about the publication's costs and income would be useful in order to make a decision.
  - iii. If the Parish Council made a donation and others didn't, would a refund be issued?
  - iv. Is the publication a registered charity? Can the Parish Council donate to a non-charity?
  - v. Designed as a publication from the church, has the church been approached?

**ACTION: Clerk to contact the administrators of The Yoxmere and request further information. Clerk to seek advice about the legitimacy of a donation.**

- g) *To consider an offer from a local resident to work with the Parish Council to identify and apply for funding streams:* this was discussed and believed to be a kind and useful offer. Cllr. Greenberg proposed that the offer be accepted. Cllr. Tower seconded and all present voted in favour.

**ACTION: Clerk to contact and liaise with volunteer and feed back at the next meeting.**

- h) *To receive an update regarding the arranging of defibrillator/first aid training for local residents:* the Clerk summarised the work she'd done thus far to organise a community offer. Cllr. Gardner shared a second organisation to be contacted for a quotation.

**ACTION: Clerk to contact DAC for a second quotation.**

## 11. Administration

- a) *To receive further information regarding the migration to a .gov.uk website:* the Clerk summarised the progress so far. 1 quotation had been received and she anticipated that two further quotations were imminent. All three quotations will be presented at August's meeting.

## 12. Finance

- a) The monthly financial position for July 2024 was noted.
- b) The budgeted versus actual income and expenditure for Q1 2024/5 was discussed and noted.
- c) The bank reconciliation for 2024-5 Q1 was noted.
- d) Cllr. Greenberg proposed and Cllr. Thompson seconded that the payments listed overleaf are authorised:

Details	Payee	Amount	VAT	Total	Power
Invoice 28999 for Annual Internal Audit Year End 31/03/24	SALC	£274.00	£54.80	£328.80	LGA 1972 s.111
Expense Claim: Microsoft 365 Renewal & Mobile phone sim	Employee	£74.49	£10.00	£84.49	LGA 1972 s.111
Quarterly Bank Charge	Unity Trust	£18.00	n/a	£18.00	LGA 1972 s.111
Salary July 2024	Employee	£866.32	n/a	£866.32	LGA 1972 s.112
P30 Employer's Payslip Q1 2024/5	HMRC	£110.87	n/a	£110.87	LGA 1972 s.112
Invoice 3893: grass cutting contract 01.06.24 to 30.06.24	SCL Landscape Management Ltd	£620.00	£124.00	£744.00	OSA 1906 s.9
Transfer of funds for MUTs cash float	Volunteer	£200.00	n/a	£150.00	LGA 1972 s.137

### 11. Correspondence

a) Correspondence received from June 1<sup>st</sup> to July 5<sup>th</sup> 2024 was reviewed.

12. **Questions to the Chair/Items for the Next Agenda:** Cllr. Pearce was asked to summarise actions to repair the sign at the top of Old High Road. He shared that he is still exploring how best to ensure the fix is permanent.

### 13. Next Meeting

a) The date and time of the next meeting of the Parish Council was confirmed as Thursday 1<sup>st</sup> August 2024 at 7:00 pm.

Meeting closed at 8:20pm

Trudy Charles  
Parish Clerk  
17<sup>th</sup> July 2024

Appendix 1: Correspondence – June 1<sup>st</sup> to July 5<sup>th</sup> 2024

Sending Organisation	Date(s) received	Details	Date forwarded
<b>Suffolk Association of Local Councils</b>	various	Bulletins, training, AGM info,	various
	14/06/24	East Suffolk Area Forum - 13th June 2024	15/06/24
<b>East Suffolk Council:</b>	05/06/24	Culture in East Suffolk Network & Newsletter	12/06/24
	12/06/24	Planning updates	12/06/24
	12/06/24	Quality of Place Awards 2024	12/06/24
	29/05/24	Greenprint Forum Newsletter	29/05/24
	02/07/24	Update re. 'East Suffolk Blooms' application	02/07/24
	Various	Planning updates	various
<b>Suffolk County Council</b>			
<b>Suffolk Climate Change Partnership/SCC</b>			
<b>Police</b>	06/06/24	Police Connect: More than £28.7 million lost nationally to courier fraudsters in the last year	12/06/24
	19/06/24	<b>Police Connect: Banyards Green - attempted burglary</b>	19/06/24
	20/06/24	<b>Police Connect: Suffolk Neighbourhood Watch Members Meeting &amp; AGM 2024</b>	21/06/24
	27/06/24	Police Connect: Appeal following burglary at church in Framlingham	01/07/24
	01/07/24	Police Connect: Ubbeston - attempted thefts	01/07/24
	02/07/24	<b>Police Connect: Leiston – Six arrests during community safety impact day</b>	02/07/24
<b>Others:</b>			
<b>Charity Commission</b>	07/06/24	<b>Information regarding political activities.</b>	12/06/24
<b>Rural Services Network</b>			
<b>SZC &amp; Community Relations Team</b>			
<b>Suffolk Community Foundation</b>	various	May Update re. fund launch/June update re. events & funding	various
<b>Sea Link</b>	27/06/24	Update following end of statutory consultation	28/06/24

## Appendix 2: YPC Financial Position – July 2024

### Receipts: UT Current Account - June 2024

	<b>Jun-24</b>	<b>Year to date</b>
Cemetery Reservations/Interments	£ 150.00	£ 650.00
	<b>£ 150.00</b>	<b>£ 650.00</b>

### Payments UT Current Account - June 2024

Grounds Maintenance Contract	SCL Landscapes	£ 510.00	£ 1,170.00
Salary, PAYE & NI	Employee/HMRC	£ 926.98	£ 2,947.26
Banking Service Charge: Quarter 1 2024/5	Unity Trust Bank	£ 18.00	£ 18.00
		<b>£ 1,454.98</b>	<b>£ 4,135.26</b>

### Total Funds: Bank/Cashbook Balances

Unity Trust Current Account as of 30 June 2024	£ 198.08
Unity Trust Savings Account as of 30 June 2024	£ 48,816.55
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
	<b>£ 62,293.77</b>

### 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	£ 3,732.47
CIL 2023-2024	£ 5,293.43
Meet Up Tuesday Grant	£ 382.05
Teenagers' Shelter Grant	£ 603.54
	<b>£ 43,241.12</b>

### General Reserves (=Total Funds – Earmarked Reserves)

**£ 19,052.65**