

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

held on

August 1st 2024

at 7pm

Yoxford Village Hall

1. **Election of Chair:** Cllr. Childs nominated Cllr. David Tower for the role of Chairperson. Cllr. Patterson seconded this nomination. Everyone present voted in favour. Cllr. David Tower was duly elected as Chairperson.
2. **Election of Vice-Chair:** with Cllr. Tower's election as Chairperson, his role as Vice-Chair is resigned. Cllr. Thompson nominated Cllr. Patterson as Vice Chair which was seconded by Cllr. Walford. Everyone present voted in favour and Cllr. Patterson was duly elected as Vice Chairperson. In the absence of the Chair, Cllr. Patterson chaired the meeting.
3. **Attendance and apologies**

Attendees: Cllr. David Childs Cllr. Janet Gardner Cllr. Nicol McCallum Cllr. Anna Noakes Cllr. Ian Patterson Cllr. Deborah Thompson Cllr. John Walford Cllr. Hazel Wheeler	Apologies accepted for absence: Cllr. Laura Greenberg Cllr. David Tower District Cllr. Julia Ewart
In attendance: 1 member of the public (from 7.15pm until approximately 8.20pm) Trudy Charles - Clerk/RFO	
4. **To receive declarations of interest and to consider requests for dispensations:** none declared or requested.
5. **Public Forum**
 - a) Members of the public may address the Council on any agenda item: no member of the public was present.
 - b) To receive a report from County Cllr. Richard Smith: no report available.
 - c) To receive a report from the District Cllr. Julia Ewart: a report was circulated before the meeting.
6. **Minutes**
 - a) Cllr. Walford proposed, and Cllr. Childs seconded this proposal, to approve as accurate the minutes of the Meeting held on 11th July 2024. Everyone present voted in favour.
 - b) Matters arising: will be covered within the main body of the Agenda.
7. **Councillors' and Clerk's Reports**
 - a) *Cemetery:* no report.
 - b) *Children and Young People* (Cllrs. McCallum & Gardner) including
 - i. to receive an update from Cllrs. following their contact with the Cyds Project regarding the effectiveness of Yoxford Youth Club: Cllr. McCallum summarised key points of his discussions with Stuart Watson along with Stuart's email:
 - a. no success with funding applications
 - b. without funding, the Youth Club will cease on 1st September 2024.
 - c. Termly funding was discussed, running for example from September to December, with closure over the winter months and re-opening after the school Easter holidays.
 - d. Staff costs: 16 sessions x 2 hours for 2 staff members: £1131.84

- ii. consider further, the project's request for funding for 2024/5:
 - a. a further and detailed discussion was had regarding if and how to support the club. Cllr. McCallum outlined the club's successes and achievements and proposed that the Parish Council funds it for the Autumn Term until Christmas when a further review will happen. Cllr. Walford seconded this proposal and everyone present voted in support.
 - b. Cllr. Noakes suggested that the club be more widely publicised.
 - c. Discussion was also had about how much of a structured programme can be delivered during sessions.

ACTION: Clerk to contact the CYDS Project Manager to inform him of the decision and make arrangements for the transfer of funds.

- iii. to discuss the email from Yoxford Cricket Club regarding its concerns:
 - a. Cllr. McCallum reported that he had spoken to members of the club about the issues they have been experiencing and they will be erecting further signage to deter unauthorised access. The CYDS Project Manager has been asked to speak with young people at the club to remind them that the cricket club is private property.

c) *Church*: no report.

d) *Volunteers Work Party*: 3rd and 4th August overseen by Cllrs. Thompson and Walford on 3rd and Cllr. Wheeler on 4th. Further discussion was had regarding next dates and tasks but no firm decisions were made.

e) *Yoxwood* (Cllr. Childs): the Clerk shared that she is still waiting for the final accounts so that Council can assess impact. There followed a general discussion about benches still to be bought as well as clearing the teenage shelter. It was pointed out that the entrance gates are chained and so prevent access by disabled people. Questions were asked about clearer signage for the wood.

ACTION: Cllr. Thompson to check the Yoxford map for signs to Yoxwood.

8. Strategic Objectives 2024-2025

- a) To receive an update on, consider and approve the signing of the legal transfer of Yoxwood View play area (Priority 1.2):
 - i. the matter was discussed and the Clerk summarised the contractual obligations that the signed transfer will bring to the Council's duties.
 - ii. There followed a general discussion about the condition of the area and it was agreed that a walk round including Cllrs. Childs, Patterson, Tower and the Clerk would help begin a review of the area's immediate/medium and long term requirements.
 - iii. Request to be made for sight of the area's most recent inspection report of the play equipment.
 - iv. Cllr. Walford proposed and Cllr. McCallum seconded the proposal that, once the inspection report had been received and was deemed to be in order, the transfer will be signed and then processed. Everyone present voted in favour.

ACTION: Clerk to co-ordinate a date for Council to meet and review the play area. Clerk to contact Birkett's and request the most recent equipment inspection report. Clerk to then arrange for the signing of the transfer document and then for it to be sent to Birkett's for processing.

- b) To receive a further update on the application to SCC for traffic management measures and agree next steps. (Priority 3.1): a full discussion was had regarding the proposal from Suffolk County Council Highways for
 - i. the refreshing of the road's existing SLOW markings on the Old High Road, install a warning sign advising drivers of oncoming vehicles in the middle of the road, along with installing a new SLOW next to the sign.
 - ii. between the start of the 30mph sign to Strickland Manor Hill all the SLOW markings are refreshed and the installation of 7 new 30mph roundels at the entrance and at each repeater signs.
 - iii. Cllr. Patterson proposed that the two measures summarised above be accepted and actioned. Cllr. Childs seconded this proposal and everyone present voted in favour.

ACTION: Clerk to contact Wayne Saunders to update him. Clerk to contact District Cllr. Ewart to check that her ECB funding can be used for this work.

- c) To receive an update on the proposal to regenerate Mulberry Park (Priority 1.2) which includes the receipt and discussion of a report from the Parish Council's Working Party regarding the Town Land Trust's proposal/offer of sale of the land known as 'Donkey Meadow':
- i. Cllr. Walford summarised the findings of the Working Party which had met on July 29th:
 1. Its discussion focused on 6 key questions
 2. A range of opinions shared
 3. Discussions had been balanced and fair
 4. The group had reached a consensus that there were insufficient funds and outlined a clear rationale why the land should not be purchased.
 - ii. Cllr. McCallum reported that his view was that this would be a missed opportunity and that costs to clear the land could be covered in-house.
 - iii. Cllr. Noakes felt the minutes were a reflection of a negative discussion and that an opportunity to do something extraordinary would be lost.
 - iv. Cllr. Walford summarised that he had spoken to a number of people coming out of Horners and that "...most weren't interested."
 - v. It was re-iterated again that at the Working Party's discussions, consideration had been given to buying land for which there is no clear rationale, and that it would not be a good value spend of public money.
 - vi. There was a significant variation in viewpoint and it became clear that no consensus could be reached.
 - vii. Cllr. McCallum shared that a decision needed to be made soon and communicated to the Town Land Trust.
 - viii. It was proposed by Cllr. Walford that residents be provided with an opportunity to submit thoughts and ideas. This proposal was seconded by Cllr. McCallum. There followed a discussion about how best to communicate.
 - ix. It was proposed by Cllr. Patterson that residents' views needed to be collected for September's meeting where a decision needed to be made. Cllr. Walford seconded this and all present were in favour.

ACTION: Cllr. Walford to draft a notice, share with all Councillors and Clerk for editing and in readiness for communicating.

- d) To consider any information for communicating (Priority 2.1): it was proposed by Cllr. Patterson that apart from Item 8.c), Russell Pearce's resignation should also be communicated.

ACTION: Clerk to draft the Newsletter for August.

9. Parish Matters

- a) To receive feedback from Cllrs. Noakes and Thompson regarding their completed training within Suffolk County Council's Self-Help Scheme and then to discuss and agree next steps: the Cllrs. summarised their training, shared their success but voiced that it did not enable works on A roads to be carried out. Further discussion was had regarding the works that are required around the village. No plans were agreed.
- b) 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: a summary was delivered with key information that initial works on the new Yoxford roundabout and crossing on the A12/Brook St. are due to begin during Quarter 1 of 2025. It's understood that no road diversions will be required until the roundabout feeds into the B1122.
 - ii. Cllrs. Patterson, Tower and Walford's attendance at the Sizewell C Community Foundation's 'Meet the Funder' webinar on August 7th was noted.
 - iii. Cllr. Patterson's attendance at the Northern Transport Meeting on August 7th at Darsham Village Hall was noted.
- c) To receive and discuss relevant updates regarding the Sea Link project:
- i. to receive feedback from Cllr. Thompson the meeting organised by SEAS (Suffolk Energy Action Solutions) on 12th July: key points were shared concerning the group's work to stop the project.

- ii. to receive feedback from Cllrs. Patterson and Tower's attendance at Sea Link's online consultation update session on 24th and 25th July: Cllr. Patterson shared that the online meeting felt more like the provision of updates rather than a consultation. The plans seem fixed and whilst there'll be no direct impact on Yoxford other than road disruption, the Friston landscape and its surrounds will be affected profoundly. In addition, Cllr. Patterson reported that it also seemed that no consideration had been given to the impact on local labour/employment.
- d) To receive any update regarding liaisons with local landowner re. flood mitigation works on the land south-west of A1120: Matt Bostock had committed to surveying the area but no update had been received. It was agreed that a new link representative would be useful and that as Cllr. Thompson had established good working communications with Holly Thomsen, that she would lead on links with Cockfield Hall in general.

ACTION: Clerk to email the Cockfield Hall estate and update them.

- e) To discuss the additional information provided by the treasurer of the monthly publication, The Yoxmere Fisherman and then consider again, its funding request: the additional information was discussed after which Cllr. McCallum proposed and Cllr. Childs seconded that the publication is given £500 funding for the year. All present voted in favour.

ACTION: Clerk to liaise with the administrators of The Yoxmere.

- f) To consider a proposal that the fortnightly grass cutting schedule is continued until the end of the season (end October) with an approximate additional cost of £1000. This was discussed at length. Cllr. Thompson proposed that this spend be approved as the green areas had improved under the new contractor. Cllr. Noakes seconded this proposal and all present voted in favour.

ACTION: Clerk to liaise with SCL Landscaping.

10. Administration

- a) To receive an update on the quotations regarding the migration to a .gov.uk website: the Clerk summarised progress so far and shared that she hoped that a full set of quotations with relevant detail would be presented at September's meeting.

11. Finance

- a) The monthly financial position for August 2024 was noted
- b) The renewal of the fixed bond deposit which matures on 16th September 2024 was discussed. Cllr. Patterson proposed that this be renewed. Cllr. McCallum seconded this proposal. All present voted in favour.

ACTION: Clerk to contact United Trust Bank and inform it of the renewal decision.

- c) Cllr. Patterson proposed and Cllr. Thompson seconded the authorisation of the payments listed below. All voted in favour.

Details	Payee	Amount	VAT	Total	Power
Invoice 29009 for Planning Webinar Session 4	SALC	£35.00	£7.00	£42.00	LGA 1972 s.111
Salary August 2024 (minus overpayment of £20.20 from July)	Employee	£825.92	n/a	£825.92	LGA 1972 s.112
Invoice : grass cutting contract 02.07.24 to 24.07.24	SCL Landscape Management Ltd	£505.00	£101.00	£606.00	OSA 1906 s.9
Mileage Expense Claim	Councillor	£37.98	n/a	£37.98	LGA 1972 s.111
Play Area Annual Inspection	DM Bracey	£90.00	£18.00	£108.00	OSA 1906 s.9

12. Correspondence

- a) Correspondence received from July 6th to July 26th 2024 was reviewed. No action required.

- 13. **Questions to the Chair/Items for the Next Agenda:** there was a general discussion about the Parish Council's sadness at the resignation of Russell Pearce. His huge contribution to the village was acknowledged. Discussions were also had on ways of celebrating his contribution. This will be returned to during September's meeting.

14. Next Meeting

- a) The date of an Extraordinary meeting was agreed as August 15th 2024 at 7pm. This is to discuss a number of planning applications whose consultations will expire before the date of the next scheduled meeting.

ACTION: Clerk to prepare and publish the agenda.

- b) The date and time of the next meeting of the Parish Council was confirmed as Thursday 5th September 2024 at 7pm.

Meeting closed at 8.45pm

Trudy Charles
Parish Clerk
6th August 2024

Draft

Appendix A: Correspondence **July 6th to July 26th 2024**

Sending Organisation	Date(s) received	Details	Date forwarded
Suffolk Association of Local Councils	various	Bulletins, training, AGM info,	various
	25/07/24	Community Governance: dissertation survey	25/07/24
East Suffolk Council:	various	Planning updates	various
	02/07/24	Update re. 'East Suffolk Blooms' application	02/07/24
	25/07/24	Town & Parish Planning Forum: presentation	25/07/2024
Suffolk County Council	19/07/24	Email from RS re. traffic calming measures	23/07/24
Police	24/07/24	Police Connect: Constable's County. Update	24/07/24
	26/07/24	Police Connect: Arrests made following operation to crackdown on modern slavery	26/07/24
Others:			
Yoxmere Fisherman	19/07/24	Email with further information relating to request for funding	23/07/24
SZC & Community Relations Team	13/07/24	Town and Parish Council Update	24/07/24
	19/07/24	Northern Transport Forum: meeting date and notes	23/07/24
Suffolk Community Foundation	various	May Update re. fund launch/June update re. events & funding	various
Sea Link	08/07/24	Notification of further consultation	
Yoxford Cricket Club	23/07/24	Email re unauthorised access to club	24/07/24
CYDS	various	Email thread re review of impact & funding of YC	various
Residents	25/07/24	Email re. Donkey Meadow	26/07/24

Appendix B: Financial Position August 2024

YPC Financial Position – August 2024

Receipts: UT Current Account - July 2024

	Jul-24		Year to date	
Cemetery Reservations/Interments	£	300.00	£	950.00
	£	300.00	£	950.00

Payments UT Current Account - July 2024

Grounds Maintenance Contract	SCL Landscapes	£	606.00	£	2,295.00
Salary, PAYE & NI	Employee/HMRC	£	977.19	£	3,924.45
Banking Service Charge: Quarter 1 2024/5	Unity Trust Bank	£	-	£	18.00
Audits/Legal: Internal Audit	SALC	£	328.80	£	328.80
Training	SALC	£	42.00	£	179.00
Membership/Subscriptions: 365	Microsoft	£	59.99	£	692.17
Clerk/PC Mobile	Lebara	£	24.50	£	29.40
MUTs: cash float top up	Volunteer	£	200.00	£	755.00
		£	2,238.48	£	8,221.82

Total Funds: Bank/Cashbook Balances

Unity Trust Current Account as of 26 July 2024	£	198.08
Unity Trust Savings Account as of 26 July 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
	£	62,293.77

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	£	182.05
Teenagers' Shelter Grant	£	603.54
	£	43,041.12

General Reserves (=Total Funds – Earmarked Reserves)

	£	19,252.65
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Appendix C : June/July 2024 Parish Report

Cllr Julia Ewart – Kelsale & Yoxford Ward

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.

New Darsham Homes – Across from Yoxford Village boundary near Cockfield 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 roundabout 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