

YOXFORD PARISH COUNCIL

Minutes of the meeting of
YOXFORD PARISH COUNCIL
held on
Thursday 5th December 2024
at 7pm
Yoxford Village Hall

1. Attendance and apologies

Attendees:

Cllr. David Childs
Cllr. Laura Greenberg
Cllr. Janet Gardner
Cllr. Nicol McCallum
Cllr. Ian Patterson
Cllr. Angela Roper
Cllr. Deborah Thompson
Cllr. David Tower
Cllr. John Walford
Cllr. Hazel Wheeler

Apologies accepted for absence:

Trudy Charles - Clerk/RFO

In attendance:

District Cllr. Julia Ewart
County Cllr. Richard Smith
2 members of the public

Before the meeting began, the Chairperson, Dave Tower proposed that Council send its condolences to the Clerk.

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 questions from members of the public.
- b) To receive a report from County Cllr. Richard Smith:
 - i. With regard to the misleading road closure signs at junction of A12/A1120, these have impacted on local businesses. The roadworks they signpost are at Earl Soham, 16 miles from Yoxford. Cllr. Smith has reported the matter but has little authority over signage but will continue to campaign whilst works are carried out.
 - ii. A central government update on changes to local government powers and infrastructure has been delayed until end of the year. These are unlikely to affect parish councils.
- c) To receive a report from the District Cllr. Julia Ewart:
 - i. An invite to 'Cake Off' at Huntingfield Village Hall on 18th January 2025 at 3pm.

ACTION: Clerk to promote the event.

- ii. The Environment Agency now offers a dedicated officer and phone number for information and support to Parish Councils in the event of flooding.

ACTION: Cllr. Ewart to share details with Parish Clerks.

- iii. Cllr. Ewart has made an offer to the Sizewell Team to take advantage of help from ESC's Planning Dept. officers with a hope to improve public presentations.
- iv. Cllr. Ewart gave advance notice of the planning meeting for the Griffin Public House in January/February in Lowestoft.

ACTION: Cllr. Ewart to share the confirmed date & time when this is available.

4. Minutes

- a) Cllr. Tower proposed and Cllr. Wheeler seconded, that the minutes of the Meeting held on 7th November 2024 and the Extraordinary minutes of the Meeting held on 21st November 2024 are approved as accurate. All present voted in favour.
- b) Matters arising: to be covered within the agenda.
 - i. Dog waste bin: a quote from East Suffolk Services has been applied for.

ACTION: Clerk to follow up.

5. Councillors' and Clerk's Reports

- a) To receive an update on the Casual Vacancy: no response to the vacancy

ACTION: Information to be included in December Newsletter.

- b) *Cemetery*: to receive an update from the Clerk on the new draft policy and pricing schedule on commemorative plaques: deferred to January.
- c) *Children and Young People* (Cllrs. McCallum & Gardner): Cllr McCallum reported on a meeting with CYDS. 80% of attendees to the Youth Club are from Yoxford. As previously agreed, the last session of the year will be on 19th December 2024 with a plan to reopen after the Easter holidays. The Club Lead, who will continue to lead on all funding applications, has secured some funding from Sizewell C with other bids underway. It was proposed by Cllr. McCallum that Council should continue to explore funding opportunities for children and young people that do not count outcomes from the Youth Club. Cllr. Greenberg seconded this. All present approved this proposal.
- d) *Church*: the siting of the village Christmas tree was welcomed.
- e) *Community Partnership* (Cllr. Thompson): no update. Next meeting 23rd January 2025
- f) *Volunteers Work Party*: to discuss and agree the budget for new basic tools, the next date for work party and to receive an update on any additional funding for tools through SCC's Community Self Help Scheme: Cllr. Thompson reported a low turn out to the month's scheduled work party. She gave thanks to one villager, Joan Steel, for her continued regular support and participation and suggested that Council might pay a contractor to sweep the streets.
- g) *Yoxwood* (Cllr. Childs): no update

6. Strategic Objectives 2024-2025

- a) To receive further updates concerning the legal transfer of Yoxwood View play area (Priority 1.2): deferred to January 2025's meeting.
- b) To receive an update on progress on works to implement the revised traffic management measures on Old High Road and Fish Shop Hill. (Priority 3.1) and to reconsider additional measures agreed at last meeting: works have been partially completed with roundels reinstated and road marking repainted. The remaining work to be concluded by the end of January 2025.
- c) To consider any information for communicating (Priority 2.1) and to discuss further ways that the Council can improve access to information for the parish and agree next steps, in particular the offer from Chediston Parish Council of the purchase of a new unwanted noticeboard at £650:
 - i. the purchase of the noticeboard was proposed by Cllr. Greenberg, seconded by Cllr. Tower and all present voted in favour.
 - ii. It was confirmed that the volunteer editor of The Yapper had stood down and that the current Village Recorder had come forward to assume this role.

ACTION: Clerk to contact Chediston Parish Council.

ACTION: Clerk to send letter of thanks to Volunteer Editor of The Yapper for his years of work/contribution.

ACTION: Clerk to invite new editor to meet with her and Chairperson to ensure seamless handover and to offer support.

7. Parish Matters

- a) To receive and discuss relevant updates regarding the Sizewell C project, including:
- i. Follow up from the presentation to the village by the Sizewell C Team regarding the Yoxford roundabout delivered on 20th November. The presentation was discussed and it was shared that:
 1. the event had been marred by protest voices of residents from outside the village.
 2. The poor quality of maps was a concern.
 3. A number of village residents had written in to thank the Parish Council for organising the event and to express that the meeting had been hijacked.
 4. Several resident have visited Sizewell C office to give feedback.

ACTION: Clerk to invite a representative from Sizewell C to update meetings of the Parish Council.

- ii. from the Community Forum meeting on 9th October attended by Cllr. Walford: Cllr. Walford reported that he had no additional information to add from the Community Forum.
- b) To receive an update on East Suffolk Council's 2024/5 Keep the Heat: thermal imaging project: only 1 participant has signed up so far.

ACTION: Clerk to continue to promote in monthly newsletters.

- c) To receive an update on all matters regarding the requirements of riparian responsibility. The matter was discussed:
- i. It was proposed by Cllr. Thompson and seconded by Cllr. Tower that £1000 was set aside for the tree survey. All present were in favour.
 - ii. Additional quotes to be secured for the management of the riverbank by Cllr. Childs and the Clerk.
 - iii. The Environment Agency to provide information and support with regards tree management. Cllr. Thompson and District Cllr. Ewart to liaise.
 - iv. Council asked if CIL money can be used. The Chair shared an update from the Clerk that Spending of NCIL must be linked to mitigating the impacts of growth and supporting the development of the area, so whether or not it can be used will depend on the reasoning and nature of the works propose. Once the C has clarity on exactly what is required, this can be passed to ESC for its response.
- d) To receive and discuss relevant updates regarding other Nationally Significant Infrastructure Projects (NSIPs): an invitation had been received to attend an event organized by SEAS/SAND regarding the Sealink project at Westleton Village Hall on 10th December.
- e) To review the village event to light the Christmas tree: Cllr. Tower shared that approximately 30 villagers and friends attended the event. Thanks to all who provided refreshments and support. This is to be an annual event and so diarised accordingly.

ACTION: Clerk to diarise the event's date for 2025 as Sunday 30th November and promote when appropriate.

- f) To receive an update regarding the repair/renovation of Dr Marriott's bench and to receive an update regarding its designation as a 'happy to chat' bench as part of the ESC/Healthwatch Suffolk intervention: work has commenced on the bench and the clerk has applied for this to be a 'Happy to Chat' bench.

ACTION: Clerk to promote the bench once renovation is complete.

- g) To receive an update regarding contact with County Cllr. Richard Smith regarding the condition of the pavements in the village: deferred until January 2025.

ACTION: Cllr. Thompson to take photographs and pass to the Clerk.

- h) To discuss further, the request from Coby's Coffee to trade in the village. The matter was discussed. Concerns were raised regarding traffic, parking litter and the impact on existing local businesses. Cllr. Tower proposed and Cllr. Patterson seconded that permission to trade be rejected. The proposal was supported unanimously.

ACTION: Clerk to contact business owner of Coby's Coffee and share Council's decision.

- i) To receive an update from the Funding Working Party's first meeting of 27th November. Cllr. Roper reported on the first meeting of the group where a number of proposals were proposed and discussed. Cllr. Roper to lead on applications. It was proposed by Cllr. Roper and seconded by Cllr. Tower that Funding Working Group to be a standing agenda item. All present voted in favour.

ACTION: Clerk to add Funding Working Party as standing agenda item.

8. Planning: no updates

9. Administration

- a) The proposed meeting dates for 2025 were agreed and are attached as an appendix to these minutes. In addition, celebrations for VE Day were proposed for 8th May 2025 and so May's meeting was moved to 15th May 2025.

ACTION: Clerk to publish agreed meeting dates for 2025. Celebrations for VE Day 2025 to be added to the agenda for January 2025.

- b) To approve Cllr. Wheeler's attendance at online 'Councillor Basics' training (two sessions) delivered by SALC at £32 + VAT per session: Cllr. Tower proposed and Cllr. Greenberg seconded that this training be approved. All present voted in favour.

ACTION: Clerk to liaise with Cllr. Wheeler regarding dates and book training.

- c) The annual review of the Financial Risk Assessment was conducted. The following amendment was agreed:
i. Area 2: Health & Safety: Inspection of trees by nominated council representatives until a Tree Warden(s) is appointed.

ACTION: Clerk to amend FRA and publish.

- d) Cllr. Tower proposed and Cllr. Patterson seconded, that Suffolk Association of Local Councils (SALC) is appointed as internal auditor of 2024/5 accounts. All present voted in favour.

ACTION: Clerk to communicate decision with SALC.

10. Finance

- a) The monthly financial position for December 2024 was noted.
b) Cllr. Tower proposed and Cllr. Patterson seconded that the CIL 2024 report be approved. All present voted in favour.

ACTION: Clerk to publish the Cil Report 2023/4 on the website by 31st December 2024.

- c) Cllr. Greenberg proposed and Cllr. Tower seconded that the payments listed below are authorised. All present voted in favour:

Details	Payee	Amount	VAT	Total	Power
Salary December 2024	Employee	£949.28	n/a	£949.28	LGA 1972 s.112
Invoice 29327 Training x 2: Local Councils acting as Sole Trustee/Chairing meetings effectively	SALC	£70.00	£14.00	£84.00	LGA 1972 s.111

11. Correspondence

a) Correspondence received from 1st to 29th November 2024 was reviewed.

12. Questions to the Chair/Items for the Next Agenda: Cllr. Walford asked that Council is kept informed on developments at Donkey Meadow so that we can publicise it in the newsletter. There was no opposition to us offering our assistance to the trust in circulating updates for the Trust. Cllr. Tower responded that whilst Council welcomes any updates that the Townland Trust gives, it has no legal responsibility or right to request these.

ACTION: Clerk to contact the Townland Trust and offer to support communication.

13. Next Meeting

The date and time of the next meeting of the Parish Council was confirmed as Thursday 9th January 2025 at 7:00 pm.

Meeting closed 8.35pm

Minutes taken at the meeting by Cllr. Greenberg and processed by Trudy Charles, Parish Clerk.

15th December 2024

Appendix A: Correspondence 1st to 29th November 2024

Sending Organisation	Date(s) received	Details	Date forwarded
Suffolk Association of Local Councils	various	Bulletins, training, AGM info, Subscription rates 2025/6	various
East Suffolk Council			
Suffolk County Council	05/11/24	Suffolk Climate Change Partnership re Green Suffolk website refresh	06/11/24
Police	12/11/24	Police Connect: Countywide - 250 offences detected during operation using HGV supercab	13/11/24
	05/11/24	Police Connect: Fressingfield: appeal following burglary	06/11/24
	14/11/24	Police Connect: Wanted man - Laurence Betts	19/11/24
	15/11/24	Police Connect: Hollesley Bay absconder - Jamie Langley	19/11/24
	15/11/24	Police Connect: Suffolk police supporting ASB Week	19/11/24
Others:			
Sizewell C	08/11/24	Northern Transport Forum 06.11.24 Presentation	13/11/24
	05/11/24	November Parish Update	06/11/24

Appendix B: Financial Position December 2024

Cemetery Reservations/Interments	£	-	£	1,350.00
Transfer from UT Instant Access Savings Account	£	-	£	5,000.00
Neighbourhood CIL	£	-	£	3,896.10
ESC: Cost of Living Grant MUTs	£	1,303.01	£	1,303.01
	£	1,303.01	£	11,549.11

Payments UT Current Account - November 2024

Grounds Maintenance Contract (incl. VAT)	SCL Landscapes	£	590.00	£	4,375.00
Salary, PAYE & NI	Employee/HMRC	£	1,897.14	£	9,042.89
Banking Service Charge: Monthly from 01/10/24	Unity Trust Bank	£	6.00	£	29.40
Audits/Legal: Internal/Ext Audit	PKFLittlejohn	£	-	£	580.80
Training	SALC	£	-	£	179.00
SALC Payroll Subscription 01.04. to 01.09.24	Subscriptions	£	45.00	£	737.17
Clerk/PC Mobile	Lebara	£	14.70	£	44.10
Annual Insurance	Yoxwood	£	236.59	£	236.59
Donations: RBL Poppy Appeal 2024	Charity	£	50.00	£	50.00
Donations:	Community	£	-	£	750.00
VAT	HMRC	£	127.00	£	915.80
		£	2,966.43	£	22,320.26

Total Funds: Bank/Cashbook Balances

Unity Trust Current Account as of 30 November 2024	£	7,924.71
Unity Trust Savings Account as of 30 November 2024	£	39,420.39
United Trust Bank Business Bond as of 15 September 2024	£	7,995.50
United Trust Bank Business Bond as of 21 February 2024	£	5,668.09
	£	61,008.69

Earmarked Reserves:

Strickland Manor Hill Play Area	£	1,170.85
Mulberry Park	£	4,425.00
Youth Club	£	2,922.17
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
CIL 2024-2025	£	3,896.10
Meet Up Tuesday Grant	£	1,341.06
Teenagers' Shelter Grant	£	287.59
	£	46,578.04
General Reserves (=Total Funds – Earmarked Reserves)	£	14,430.65

Appendix C: Meeting Dates 2025

Thursday 9th January 2025

Thursday 6th February 2025

Thursday 6th March 2025

Thursday 3rd April 2025

Thursday 15th May 2025 – Annual Parish Meeting & Annual Meeting

Thursday 5th June 2025

Thursday 3rd July 2025

Thursday 7th August 2025

Thursday 4th September 2025

Thursday 2nd October 2025

Thursday 6th November 2025

Thursday 4th December 2025

Draft

Draft