

Yoxford Parish Council

Minutes of the meeting of YOXFORD PARISH COUNCIL

held on

Thursday 9th January 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:

County Cllr. Richard Smith

In attendance:

District Cllr. Julia Ewart
4 members of the public

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

Cllr. McCallum disclosed an interest in Item 5d. as spouse to one of the trustees of the Townland Trust. Cllr. Walford disclosed an interest in Item 5.d as a volunteer with the Townland Trust.

3. Public Forum

- a. Members of the public may address the Council on any agenda item: a member of the public voiced thanks to the Council for its part as Sole Trustee of the Village Hall for organising the New Year's Eve event. In addition, he summarised the impact of community spirit through volunteers' work to clear Mulberry Park and Donkey Meadow.
- b. To receive a report from County Cllr. Richard Smith: no report.
- c. To receive a report from the District Cllr. Julia Ewart: Cllr. Ewart had emailed her report prior to the meeting but summarised her perspective of a meeting she had attended of Suffolk County Council to discuss the government's invitation to be included in the government's Devolution Priority Programme (DPP). She also summarised the ramifications for planning, finances, as she saw them. Cllr. Greenberg suggested a need to hear from Cllr. Smith with a full update.

4. Minutes

- a. Cllr. Patterson proposed and Cllr. Walford seconded that the minutes of the Meeting held on 5th December 2024 be approved as accurate. All present voted in favour.
- b. Matters arising: the draft dates for Council's quarterly surgeries were discussed and finalised.

ACTION: Clerk to circulate and publish the dates. Dates are included as an appendix to these minutes.

5. Councillors' and Clerk's Reports

- a. **To receive an update on the Casual Vacancy:** no contact received regarding the interest. Clerk to continue to publish the vacancy.
- b. **Cemetery:** to receive an update from the Clerk on the new draft policy and pricing schedule on commemorative plaques: the drafting of the policy has yet to be completed.

- c. **Children and Young People (Cllrs. McCallum & Gardner):** The Youth Club is now closed until after Easter. CYDS' Lead, Stuart Watson is exploring funding streams and, it's understood, that an application to the Sizewell C Community Fund, has been successful. District Cllr. Ewart offered to explore further funding possibilities via the Community Partnership.
- d. **Church:** Cllr. McCallum proposed that the Parish Council contributes financially to the work of the Townland Trust on Mulberry Park and Donkey Meadow. In support of this proposal, he shared the following:
 - i. that a report and/or application for funding would be forthcoming from the Trustees. He outlined that £835 was required for some tree felling at Donkey Meadow.
 - ii. A thorough discussion ensued with a range of views and ideas shared. It was suggested that in principle the Council could be supportive but a formal application with fuller information would be required.
 - iii. Cllr. McCallum proposed again that £1000 be given to the Townland Trust to support its work.
 - iv. The Clerk advised that to ensure financial probity, the process which the Council follows in assigning funds to community groups must be consistently applied. This begins with a formal application from the group itself.
 - v. Cllr. Tower proposed that the earmarked funds currently named, 'Mulberry Park' be renamed as Townland Trust Partnership Fund. This proposal was seconded by Cllr. Childs and all present voted in favour.
 - vi. Cllr. Tower proposed that the Clerk make contact with the Townland Trust to share that, in principle, funds are available and invite the Trust to submit an application. Cllr. Patterson seconded this proposal and all present voted in favour.
 - vii. District Cllr. Ewart offered to explore funding options via East Suffolk Council.

ACTION: Clerk to amend title of said earmarked reserves and email the trustees of the Townland Trust.

- e. **Community Partnership** (Cllr. Thompson): Yoxford is hosting the next meeting scheduled for 23rd January at 6pm. Cllr. Roper will join Cllr. Thompson.
- f. Volunteers Work Party: no update
- g. Yoxwood (Cllr. Childs): one of the volunteers has requested that Lee Mayhew (tree surgeon) be considered for the required works as he provides invaluable support to the woodland. The tree survey needs organising.

6. Strategic Objectives 2024-2025

- a. **To receive further updates concerning the legal transfer of Yoxwood View play area (Priority 1.2):** the Clerk reported that she has emailed Carla Ridgeway at Flagship and awaits a reply. In addition, District Cllr. Ewart shared that Sarah Shinnie of East Suffolk Council may be able to support processes in the updating of the equipment at an appropriate time.

ACTION: Cllr. Roper to make contact.

- 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 undertaken by Suffolk County Council are almost complete.
- c. To consider any information for communicating (Priority 2.1) and to receive an update regarding the new noticeboard (purchased from Chediston PC): this was discussed. It was agreed that the new noticeboard should be titled, 'Yoxford Notices'. In addition, it was proposed by Cllr. Tower that the former Editor of The Yapper be contacted to request the subscribers' list so that the Parish Council can widen its contact.

Further ways were discussed of communicating with and reaching the village. It was proposed by Cllr. Tower that a new WhatsApp group be set up solely for Parish Council and Village Hall notices. These two proposals were seconded by Cllr. Patterson and all present voted in favour.

ACTION: Clerk to contact Chediston Parish Council with new name of noticeboard. Clerk to contact the former Editor of The Yapper with regard subscribers' list.

7. Parish Matters

- a. To receive and discuss relevant updates regarding the Sizewell C project: Cllr. Walford raised concerns about "the hollowing out of the area" by supporting absentee landlords to rent out properties to Sizewell C employees. He suggested that such numbers should be limited, which was discussed at a recent Forum meeting. In addition, District Cllr. Ewart shared that East Suffolk Council had received an increase in applications for caravan parks as residences.
- b. To receive an update on East Suffolk Council's 2024/5 Keep the Heat: thermal imaging project scheduled for 26th February to 11th March 2025. Cllr. Roper summarised progress so far in readiness for the project. Take up has been low so far.

ACTION: Clerk to publicise.

- c. To receive an update on all matters regarding the requirements of riparian responsibility, including tree survey.

ACTION: Clerk to organise the tree survey.

- d. To receive and discuss relevant updates regarding other Nationally Significant Infrastructure Projects (NSIPs): a SEAS meeting has been scheduled for 10th January 2025. No attendance.
- e. To receive an update regarding the repair/renovation of Dr Marriott's bench and its designation as a 'happy to chat' bench as part of the ESC/Healthwatch Suffolk intervention: the bench has now been renovated by a volunteer, Russell Pearce and is now in place. Council is very grateful to Russell.

ACTION: Clerk to contact Russell Pearce and pass on the thanks of the Council for his work.

- f. To receive an update regarding contact with County Cllr. Richard Smith regarding the condition of the pavements in the village: the Clerk summarised her contact with County Cllr. Smith.

ACTION: Cllrs. Roper and Thompson to submit report via SCC's Highway Reporting Tool.

- g. To receive an update from the Funding Working Party: Cllr. Roper summarised a meeting she'd had with a representative of Christie Care, Dementia care specialists regarding free awareness training for the village and/or community groups such as Meet Up Tuesday (MUTs). This could also lead to the village achieving 'Dementia friendly' status.

ACTION: Cllr. Roper to link with Sheena Tower of MUTs and liaise with the Clerk regarding a strategy for the Parish Council.

- h. To receive an update regarding the siting of a new dog waste bin on Sibton Rd: the Clerk shared an update which included potential costs for the supply and installation of a green dog waste bin ranging from £316.68 + VAT for a 60l bin £285+ VAT/Fixings for 35l bin. These were discussed at some length until Cllr. McCallum proposed that the cost was a waste of public money and proposed that the decision be overturned. Cllr. Walford seconded this proposal. Cllr. Gardner outlined the need for a bin in order to safeguard the livestock in the surrounding field(s) from eating plastic bags that are being thrown in the field. A vote was held: 4 in favour of the proposal. 3 against the proposal. 3 abstentions. The proposal was passed.

ACTION: Clerk to communicate the decision.

- i. To discuss arrangements for VE Day celebrations 8th May 2025 and to propose re-arranging the Parish Council meeting scheduled currently for the same date: celebrations for VE Day was discussed. It was proposed by Cllr. McCallum that the event be shown on the big screen at the Village Hall. Cllr. Tower seconded this and all present voted in favour. It was confirmed that the Parish Council meeting had been re-arranged for 15th May 2025.

ACTION: Clerk to publicise the event and change of meeting date.

- j. To consider the invitation from East Suffolk Planning Alliance (ESPA) to affiliate: this was discussed. Cllr. Patterson proposed that Council affiliates. Cllr. Greenberg seconded this proposal. All present voted in favour.

ACTION: Clerk to communicate decision with ESPA.

- k. To consider a proposal to send a welcome pack about the work of the PC, the village hall and village to all new households: this was discussed. Cllr. Tower proposed, Cllr. Greenberg seconded that this be approved. All present voted in favour. GDPR allowing, District Cllr. Ewart offered to explore ways of sharing useful data to help identify new households.

ACTION: Clerk to liaise with District Cllr. Ewart. Clerk to prepare information packs.

8. Planning

- a. To consider the following planning application:
Planning reference: DC/24/4450/TCA
Proposal: 1no. Turkey Oak (T8 on plan) - Fell
Site address: Yoxford And Peasenhall Primary School, High Street, Yoxford, Saxmundham, Suffolk IP17 3EU
Consultation letter expiry date: 10 January 2025

The application was discussed and no objections were raised. Request to be submitted that the applicant plants appropriate replacement trees.

ACTION: Clerk to submit consultee comments via the ESC Planning Portal.

- b. To consider the following planning application:
Planning reference: DC/24/4555/TCA
Proposal: 1no. Sycamore (T1 on plan) - Fell
2no. Sycamore (T2 on plan) - Crown Reduce to 5 metres in height
1no. Willow (T3 on plan) - Fell
1no. Birch (T4 on plan) - Fell
1no. Ash (T5 on plan) - Fell
1no. Lime (T7 on plan) - Crown Reduce to 7 metres in height
4no. Conifers (T11 on plan) - Fell
Site address: Lovetts Lodge, Strickland Manor Hill, Yoxford, Saxmundham, Suffolk IP17 3HZ
Consultation letter expiry date: 24 January 2025

The application was discussed and no objections were raised. Request to be submitted that the applicant plants appropriate replacement trees.

ACTION: Clerk to submit consultee comments via the ESC Planning Portal.

9. Administration

- a. To approve the reinvestment of United Trust Bank Bond for 1 year at 4.61%: Cllr. Patterson proposed and Cllr. Tower seconded that the proposed reinvestment be approved. All present were in favour.

ACTION: Clerk to make contact United Trust Bank to trigger the reinvestment.

- b. To receive an update regarding the migration to a .gov.uk website: the Clerk and Chairman will be meeting to extract key information from the quotations in readiness for consideration at February's meeting.

10. Finance

- a. To note and discuss the monthly financial position for December 2024: this was noted.
- b. To note the latest financial position and Bank Reconciliation for Q3: noted. The bank reconciliation had been scrutinies bt Cllr. Tower and signed off.
- c. To discuss the Budget v Actual for 2024-2025 and then discuss and approve the draft budget for the financial year 2025-2026: these documents were discussed. Cllr. Tower proposed and Cllr. Patterson seconded that the draft budget be approved. All were in favour.
- d. To set the parish precept for the financial year 2025-2026: this was discussed. Cllr. Tower proposed that the suggested figure of £15,795.00 as a 0.00% change be approved. Cllr. Patterson seconded this proposal and everyone voted in favour.

ACTION: Clerk to submit request for precept to East Suffolk Council by 27th January 2025.

- e. Cllr. Greenberg proposed, Cllr. Wheeler seconded and all present were in favour of authorising the payments listed below:

Details	Payee	Amount	VAT	Total	Power
Salary January 2025	Employee	£1212.68	n/a	£1212.68	LGA 1972 s.112
Invoice 29394 Training: Councillor Basics	SALC	£64.00	£12.80	£76.80	LGA 1972 s.111
Employer Payslip Quarter 3 (ending 5 th January 2025)	HMRC	£580.42	n/a	£580.42	LGA 1972 s.112

11. Correspondence

- a. The correspondence received from 30th November 2024 to 3rd January 2025 was reviewed. An email had been received from a resident about the condition of trees opposite the property. Suffolk County Council had been contacted but advised they were not responsible and to contact district or parish council. It was agreed that the resident be advised to contact ESC.

ACTION: Clerk to communicate advice to the resident.

- b. Cllr. Walford advised that he'd removed plastic flowers from the cemetery.

ACTION: Clerk to prepare a poster for display at the Cemetery.

12. Questions to the Chair/Items for the Next Agenda: none

13. Next Meeting

- a. The date and time of the next meeting of the Parish Council was confirmed as Thursday 6th February 2025 at 7:00 pm.

Trudy Charles
Parish Clerk & RFO
14th January 2025

Appendix A: Correspondence 30th November 2024 to 4th January 2025

Sending Organisation	Date(s) received	Details	Date forwarded
Suffolk Association of Local Councils	various	News bulletins, training,	various
	29/11/24	East Suffolk Forum: notes	03/12/24
National Association of Local Councils	12/12/24	Chief Executive's Bulletin	15/12/24
East Suffolk Council	27/11/24	Email from District Cllr. Ewart re funding	03/12/24
		Email re changes to waste collection & survey	03/12/24
	20/12/24	Planning application: DC/24/4450/TCA	22/12/24
	19/12/24	Planning constitution changes affecting responses to Planning Applications	29/12/24
		Planning application: DC/24/4555/TCA	04/01/25
Suffolk County Council	05/11/24	Suffolk Climate Change Partnership re Green Suffolk website refresh	06/11/24
	06/12/24	Update re. new CPO for YVH chargepoints	06/12/24
Police	02/12/24	Police Connect: Christmas campaign highlights risks of drink and drug driving	03/12/24
	10/12/24	Police Connect: Now we have even more time for you	11/12/24
	11/12/24	Police Connect: Suffolk Constabulary's domestic abuse perpetrator programme that is reducing reoffending	11/12/24
	09/12/24	Police Connect: Spot the signs of county lines criminality say police after week of action	11/12/24
	13/12/24	Police Connect: Wanted man - Laurence Betts	15/12/24
	30/12/24	Police Connect: Garage burglary in Frostenden	30/12/24
Others:			
HMRC	04/12/24	Employer Bulletin	04/12/24
Sizewell C	25/11/24	Presentation from 20.11.24 to village	03/12/24
	29/11/24	Email including Sizewell C Traffic Monitoring Report	03/12/24
	20/12/24	Traffic Monitoring Meeting: summary note & meeting notes	30/12/24
Residents	25/11/24	Emails x 3 re SZC's presentation of 20/11/24	03/12/24
	13/12/24	Email re. planning application	15/12/24

Appendix B: Monthly Financial Position

Receipts: UT Current Account - November 2024

		Dec	Year to date
Cemetery Reservations/Interments	£	-	£ 1,350.00
Transfer from UT Instant Access Savings Account	£	-	£ 5,000.00
Neighbourhood CIL	£	-	£ 3,896.10
Grants	£	-	£ 1,303.01
	£	-	£ 11,549.11

Payments UT Current Account - December 2024

Grounds Maintenance Contract (incl. VAT)	SCL Landscapes	£	-	£ 4,375.00
Salary, PAYE & NI	Employee/HMRC	£	949.28	£ 9,693.20
Banking Service Charge: Monthly from 01/10/24	Unity Trust Bank	£	6.00	£ 35.40
Audits/Legal: Internal/Ext Audit	PKFLittlejohn	£	-	£ 580.80
Training	SALC	£	70.00	£ 179.00
SALC Payroll Subscription 01.04. to 01.09.24	Subscriptions	£	-	£ 737.17
Clerk/PC Mobile	Lebara	£	-	£ 29.40
MUTs: cash float top up	Volunteer	£	-	£ 755.00
MUTs: Lunch	Caterer	£	-	£ 699.00
Bench x 1 for Yoxwood	Yoxwood	£	-	£ 315.95
Bench x 1 for Teenage Shelter	Teenage Shelter	£	-	£ 315.95
Youth Club Funding	Youth Club	£	-	£ 1,202.24
Cemetery/YAA Water	Anglian Water	£	-	£ 154.11
Annual Insurance	CAS Ltd	£	-	£ 1,937.26
Annual Insurance	Yoxwood	£	-	£ 236.59
Donations: (RBL Poppy Appeal 2024)	Charity	£	-	£ 50.00
Donations:	Community	£	-	£ 750.00
VAT	HMRC	£	14.00	£ 929.80
		£	1,039.28	£ 22,975.87

Total Funds: Bank/Cashbook Balances

Unity Trust Current Account as of 31 December 2024	£	6,885.43
Unity Trust Savings Account as of 31 December 2024	£	39,684.40
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
	£	60,233.42

Earmarked Reserves:

Strickland Manor Hill Play Area	£	1,170.85
Townland Trust Partnership Fund	£	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)

£ **13,655.38**

Appendix C: Monthly report from District Councillor Ewart

Kelsale & Yoxford Ward
East Suffolk Council GLI Group – Councillor Update
Please Note - tel no is now always: 07770 666604
julia.ewart@eastsoffolk.gov.uk

The Community Partnership (CP) Meeting In January Will Be Here In The North!

On Thursday, 23 January, 2025, at 6pm the meeting of the three wards (that Kelsale & Yoxford ward sits in) will on this occasion be meeting at the Yoxford village hall. Your parish attending keeps you up to speed with news, larger East Suffolk Council local outreach projects in the community and of course is a great place to meet other parish councillors. Please see that a rep comes from your village or you may be missing out.

In my capacity as Chair to the CP Transport Group, in this regard, there will be a new questionnaire discussing rural travel. This is coming out in the Spring. We really want to look at specific issues with regards to getting out and about – say if a resident has no transport, or, in this environmental economy, if a resident would start to transition onto public/community transport.

The Cake-Off – Thank You! Our saying thank you to you for being committed parish volunteers is one thing whilst keeping you informed about lots of different aspects to being an East Suffolk Parish – Parish Councillor is another. On **Saturday 18th January** a fun, late festive feeling event, will be held at **The Hub, in Huntingfield, at 3.30pm** where you will meet interesting groups who are showing their community work, plus **Caroline Topping – the ESC Leader** who may be able to share more news as to the national programme to reshape local councils.

Please if you are a councillor, take the time to come along, bring someone with you if that's good for you, and perhaps even bring your village CAKE for others to enjoy!

The Hub is a community building enjoyed by three parishes – in the basin of the Huntingfield village, opposite the highly regarded Huntingfield Arms. (IP18 0QH).

East Suffolk photo competition – capture the amazing!

We're excited to announce the return of 'East Suffolk Through the Lens' – our popular photo competition which celebrates how amazing East Suffolk is.

From picturesque coastlines and charming villages to vibrant towns and tranquil nature reserves, East Suffolk is brimming with stunning sights just waiting to be captured.

Whether you're an experienced photographer or just love taking photos, this is your chance to showcase what makes our district such a special place to live, work and visit.

Your shot could win you high street vouchers worth up to £100 and may even feature on the cover of East Suffolk Magazine, which is delivered to thousands of households across East Suffolk. **Entries close at 11:59pm on Thursday 30 January 2025.**

So, what are you waiting for? Submit your best photos now at: [my.eastsuffolk.gov.uk/service/Photo competition](https://my.eastsuffolk.gov.uk/service/Photo%20competition)

Aldeburgh Land Transferred To Council

A dedicated group of volunteers will play a key role in boosting biodiversity on a patch of land adopted for public ownership in their community.

The eight-acre plot, divided by Prevetts Way, at Church Farm, Aldeburgh, has been transferred to East Suffolk Council as part of a planning obligation by housing developers.

It means that the open green space, commonly used by dogwalkers and residents accessing the town on foot, will be maintained by East Suffolk Services Limited in partnership with a newly formed community group.

The transfer of ownership completes an outstanding planning obligation, now known as a Section 106 agreement, with developers of the adjacent Church Farm housing development. A capital sum has also been transferred, in accordance with the same agreement, to cover a 10-year maintenance period. East Suffolk Council commissioned Suffolk Wildlife Trust's ecological consultancy team, Wilder Ecology, to conduct a survey of the site to record existing habitats, identify opportunities to enhance biodiversity and create a longer-term management plan for the area. Future projects and management proposals included the introduction of wildflowers and restoration of a pond within a wooded area of the site.

The Council then met with local residents to discuss options for the site and agree the formation of a 'Friends of' group to support management of the land as an open space for the enjoyment of the public.

GLI Cllr Sarah Whitelock, ward member for Aldeburgh and Leiston, was in attendance at the meeting. She said: "I commend the residents of Aldeburgh who have volunteered to help with the maintenance and upkeep of the space. We also welcome those who have inputted their wishes for the area, as this helps it become a great space for many to enjoy in the coming years."

GLI Cllr Sally Noble, East Suffolk Council Cabinet member with responsibility for the Environment, said: "Creating a long-term plan for this piece of land is highly important. Appropriate management of the area will ensure that the wildlife can thrive, and residents can enjoy this space for years to come. The plan laid out by Wilder Ecology is thorough and covers all elements of the environment, including grassland, trees and grass verges which benefit the wildlife native to this area."

Anyone interested in getting involved in managing the site going forward can contact: operations@eastsuffolk.gov.uk

East Suffolk's Amazing

We invest every single penny we can in services to help maintain the beauty and cleanliness of East Suffolk but sometimes admit that it can never necessarily be enough. A cross-party working group of councillors is already working on different ways we can work to maintain the beauty of East Suffolk, which 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 your own property. We are also working closely and collaboratively with Suffolk County Council who have responsibility for weeds on roads and pavements, potholes and road signs. There is already an incredible network of volunteers who work to help keep our district beautiful, with regular litter-picks, planting, and an all-round effort to keep their local area clean. If East Suffolk matters to you, if you want to play your part, we would love you to get involved. East Suffolk's Amazing... let's keep it that way!

The Council will support local communities and groups by lending equipment for litter pick events, including hi-vis vests, litter pickers, bags and bag hoops. A range of information about how communities can get involved in schemes, as well as a range of tips and advice, can be found at:

eastsuffolk.gov.uk/waste/litter/amazing/

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**

