

# Yoxford Parish Council

## Minutes of the meeting of YOXFORD PARISH COUNCIL

held on

Thursday 6<sup>th</sup> March 2025

at 7pm

Yoxford Village Hall

### 1. Attendance and apologies

#### Attendees:

Cllr. David Childs  
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:

Cllr. Laura Greenberg

#### In attendance:

District Cllr. Julia Ewart  
County Cllr. Richard Smith

16 members of the public

### 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:
  - i. A member of the public requested that Items 9 and the Public Forum be combined. The Chair explained why this was not possible.
  - ii. In relation to Item 5.d., a member of the public shared that a spring clean of the church had been organised and that volunteers are being sought. A rota is up in the church.
  - iii. The Chair offered the attending members of the public further opportunities to contribute and then summarised that, in light of interest, Item 9. would be brought forward to follow Item 4.
- b. County Cllr. Richard Smith delivered the following report:
  - i. SCC's budget for 2025/6 has been approved with an increase of 4.99% in Council Tax due to the rising costs of adult and children's social care (£803 million including £300 million + for residential care).
  - ii. The county council's preliminary view of central government's plans for local government reform needs to be submitted by 21<sup>st</sup> March after which there are six months to submit a business case. Suffolk County Council will back a single unitary authority as the best way forward. In May 2026, an election for the new role of Mayor for Suffolk and Norfolk would be held. Duties of said role are not hyet known.
  - iii. From 1<sup>st</sup> June 2025, Suffolk County Council will bring all libraries back under its control and is committed to keeping all 45 libraries open with current opening hours. This includes mobile libraries with an increase of one. Back office costs will be reviewed as these have risien to over 30%.
- c. District Cllr. Julia Ewart delivered the following report:
  - i. A summary of East Suffolk Council's view of the proposed local government reform as a hope that on the ground work to serve local people will remain in place.

#### 4. Minutes

- a. With the removal of the reference to the 800+miles of hedging removed by Sizewell, Cllr. Patterson proposed that the minutes of the meeting held on 6<sup>th</sup> February 2025 be approved as accurate. Cllr. Wheeler seconded this proposal and all present voted in favour. Cllr. Wheeler proposed and Cllr. Roper seconded, that the minutes of the Extraordinary meeting held on 20<sup>th</sup> February 2025 be approved. All present voted in favour.
- b. Matters arising: covered within the Agenda.

#### 5. Planning Matters (Item 9. On Agenda and brought forward to accommodate public interest)

- a. To agree Councillor attendance and contribution at East Suffolk Council's Planning Committee meeting of 11<sup>th</sup> March 2025, where application DC/24/1199/FUL (Extensions and alterations of the public house, The Griffin, to include the provision of bed and breakfast accommodation and car park.):
  - i. The Chair summarised the format; that Councillors would all be invited to share additional thinking before Council finalised its submission for Cllr. Tower to present at the Planning Committee's meeting of 11<sup>th</sup> March. The following contributions were made:
  - ii. There is no evidence that any modelling for the car park has been done. Users will be villagers, passing trade and users of the estate and so the estate could provide shuttles to minimise traffic.
  - iii. The return of The Griffin is welcomed but the impact of a 74 space car park is concerning. Visually, it's noted that the spec. will be high. Concerns about environmental impact were raised which included light and noise. In addition, the local general store may also be affected.
  - iv. Implement double yellow lines to provide a clear view of the proposed crossing.
  - v. At this point, a member of the public was given permission to address Council who suggested that the current space should be used as a car park. A representative of the Cockfield Hall estate was asked to address this suggestion. It was shared that the size of/spaces in the proposed car park were all in line with guidance from Suffolk County Council as per the ratio of the floor space in the pub.
  - vi. Concerns about recent tree felling's impact on the environment, wildlife and nature were raised. The representative of Cockfield Hall outlined that in place, there is an active woodland management plan with permissions since 2018 to thin and maintain the woodland.
  - vii. Another member of the public was given permission to address the Council who shared an observation that felling work of October 2022 was for ash die back but that not all trees felled were suffering with said disease.
  - viii. Car park is vital to mitigate risks posed by roadside parking.
  - ix. Reconsider size and access.
    - x. Lighting and noise mitigations: screening; low level lighting; sound reflective barrier; silent EV chargers with minimal lighting.
    - xi. Request re-consideration of access in and out of the gates.
  - xii. At the end of this lengthy discussion, Cllr. Tower summarised key points for delivery at next week's planning committee meeting as: pub car park vs village; size vs need; logistics of access/egress and to impose strict conditions to mitigate the impact of noise and light to include a reflective sound barrier.
  - xiii. Cllr. Tower invited further thoughts but none were proffered. Item closed.

## 6. Councillors' and Clerk's Reports

- a. To receive an update on the Casual Vacancy: the Clerk summarised that she'd received no enquiries.
- b. Cemetery:
  - i. to consider the new draft policy and pricing schedule on commemorative benches, plaques and trees: given the lengthy agenda, it was proposed by the Chair that this item be postponed until April's meeting. Cllr. Wheeler seconded this proposal and all present were in agreement.
  - ii. to discuss the maintenance needs of the driveway: this was discussed. Immediate solution to the growing craters in front of the gates was discussed. Cllr. Childs proposed that one tonne of Type 1 be ordered to fill the holes. Cllr. Thompson seconded. All present voted in favour.

**ACTION: Clerk to gather three quotations to ascertain best value.**

- c. Children and Young People (Cllrs. McCallum & Gardner): no update.
- d. Church: no update other than the spring clean rota shared during the Public Forum.
- e. Community Partnership (Cllr. Thompson): next meeting scheduled for 1<sup>st</sup> May 2025.
- f. Volunteers Work Party: matters discussed. Litter pick scheduled for 17<sup>th</sup> May. Led by Cllr. McCallum.

**ACTION: Clerk to inform volunteers and publicise date.**

- g. Yoxwood: to discuss next steps in managing the community woodland: the Clerk shared that no volunteers had come forward and Cllr. Childs shared that following further conversation with the previous team, no one wished to continue. A member of the public voiced an interest.

**ACTION: Cllr. Childs and the interested member of the public to liaise.**

## 7. Strategic Objectives 2024-2025

- a. To receive further updates concerning the legal transfer of Yoxwood View play area (Priority 1.2): the Clerk's contact with Carla Ridgeway at Flagship and still not received a response. The solicitor will be contact ting Flagship to request funds to cover costs.

**ACTION: Clerk to continue to 'chase' Flagship to respond.**

- 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): the Clerk summarised that all measures had been completed and were in place.

**ACTION: Clerk to update Strategic Objectives 2024/5**

- c. To consider any information for communicating (Priority 2.1) and to receive an update regarding the new noticeboard (purchased from Chediston PC): the Clerk shared that she'd had no contact from Chediston. Council agreed matters for communicating: key actions from this meeting and call for volunteers for Yoxwood.

**ACTION: Clerk to draft Newsletter and include key actions.**

## 8. Parish Matters

- a. To discuss issues raised by resident's contact regarding clearance of the River Yox and tree felling by/on the Cockfield Hall estate in the village Conservation Area: this was discussed. A representative from the Cockfield Hall estate was asked to address the concerns and he shared that the estate had liaised with the Environment Agency and that "an over eager digger driver" had caused some damage.

Further mitigation/reparative works to be completed. It was voiced by Cllr. Patterson that it was concerning that this damage had been done and that the impact on diversity and natural habitats needed to be addressed.

- b. To receive and discuss relevant updates regarding the Sizewell C project including:
  - i. Cllrs. Patterson & Walford's attendance at the next Yoxford Transport Group meeting on 13<sup>th</sup> March was noted.
  - ii. Cllr. Walford to attend the Community Forum on 27<sup>th</sup> March 7pm.
  - iii. The Clerk had received contact from East Suffolk Council regarding the monitoring of nitrogen oxide levels. Currently these fall within normal parameters.
- c. To receive an update on East Suffolk Council's 2024/5 Keep the Heat: thermal imaging project scheduled for 26<sup>th</sup> February to 11<sup>th</sup> March 2025: Cllr. Roper reported that seven surveys had been completed with one remaining.
- d. To receive an update on all matters regarding the requirements of riparian responsibility: quotations being collected for tree survey.
- e. To receive and discuss relevant updates regarding other Nationally Significant Infrastructure Projects (NSIPs) including:
  - i. Cllr. Patterson, Thompson and Walford's attendance at the LionLink webinar on 17<sup>th</sup> March 2025 6.00pm - 7.30pm was noted.
  - ii. It was agreed that Cllrs. Roper and Thompson will attend AEPA East Suffolk Town & Parish Council meeting re Energy Projects 10<sup>th</sup> April 6.30-8.30pm at Snape Maltings.
  - iii. It was noted that SEAS will be presenting at a village meeting on 17<sup>th</sup> April at the Village Hall. 7pm
- f. To receive an update following the reporting of the condition of the pavements in the village via the SCC Reporting Tool: no update.
- g. To receive an update from the Funding Working Party: Cllr. Roper summarised that, although no meeting had occurred this month, an application to East Suffolk Council's 'Enabling Community Budgets' had been submitted to District Cllr. Ewart for a new Parish Council Noticeboard and that this had successful with the award of a grant for £1,765.07.
- h. To receive an update regarding the investigation by SCC under the Wildlife and Countryside Act 1981 – Section 53 Claimed Footpath – of a missing section of Footpath 10, Yoxford: the Clerk reported that she had shared two walking maps with Suffolk County Council as evidence of the existence of Footpath 10. Results of the consultation are now pending.

## 9. Administration and Procedures

- a. To receive an update on the migration of the .gov.uk website and all associated matters: the Clerk summarised that the work has begun. Updates to follow.
- b. To adopt revised model Standing Orders: Cllr. Patterson proposed and Cllr. McCallum seconded that these Orders be adopted. All present voted in favour.

**ACTION: Clerk to finalise, circulate and publish.**

- c. To receive an update on the review and renewal of the Yoxford Allotments Association Tenancy Agreement: this has been circulated to the YAA.

**ACTION: Clerk to oversee collection and signing of the agreement.**

- d. To conduct the annual review of the Financial Regulations: the annual review was completed.
- e. To conduct the annual review and approval of the Asset Register: the register was reviewed. Cllr. Patterson proposed and Cllr. Walford seconded that it be approved. All present voted in favour.

**ACTION: Clerk to finalise, circulate and publish.**

- f. To conduct the annual review and approval of the Internal Controls Statement: the document was reviewed. Cllr. Patterson proposed and Cllr. Walford seconded that it be approved. All present voted in favour.

**ACTION: Clerk to finalise, circulate and publish.**

## 10. Finance

- a. The monthly financial position February 2025 was noted and discussed. In particular, the decreasing general reserves were acknowledged as requiring attention.
- b. To review budget against actual for Q3: this item was included in error as the review had been completed in January 2025.
- c. The s.137 expenditure limit of £10.81per elector for the financial year 2024-25 and £11.10 for the financial year 2025-6 was noted.
- d. The Clerk updated the salary payment. Cllr. Patterson proposed and Cllr. Wheeler seconded that the following payments be authorised:

Details	Payee	Amount	VAT	Total	Power
Salary March 2025	Employee	£951.08	n/a	£951.08	LGA 1972 s.112
Invoice 3992 green areas maintenance	SCL Landscape Management Ltd.	£1375.00	£275.00	£1,650.00	OSA 1906 s. 9
Invoice 0686 .gov.uk website & associated tasks	CAS Ltd	£883.00	Nil	£883.00	LGA 1972 s.142

## 11. Correspondence

- a. To review correspondence received from 1<sup>st</sup> to 27<sup>th</sup> February 2025 and take action as appropriate: the Clerk shared that Unity Trust Bank had reduced its AER from 2.52% to 2.27% from 6<sup>th</sup> April 2025.

## 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 3<sup>rd</sup> April 2025 at 7:00 pm.

Trudy Charles  
Parish Clerk & RFO  
11<sup>th</sup> March 2025

**Appendix A: Correspondence 1<sup>st</sup> to 27<sup>th</sup> February 2025**

<b>Sending Organisation</b>	<b>Date(s) received</b>	<b>Details</b>	<b>Date forwarded</b>
<b>Suffolk Association of Local Councils</b>	various	News bulletins incl. on devolution, training, area forum	various
<b>National Association of Local Councils</b>	06/02/25	Chief executive's bulletin	06/02/25
<b>East Suffolk Council</b>	06/02/25	Planning consultation: DC/25/0273/FUL	06/02/25
		Greenprint Forum: newsletter, forum dates,	17/02/25
<b>Suffolk County Council</b>	11/02/25	Flood and Water Team Investigations: Yoxford Section 19 investigation	11/02/25
<b>Police</b>	17/02/25	Police Connect: Two Thefts from cars in Saxmundham	17/02/25
	06/01/25	Police Connect:	07/01/25
<b>Others:</b>			
<b>AEPA</b>	27/02/25	Email re East Suffolk Town & Parish Councils Energy Projects meeting 10 <sup>th</sup> April 7pm	27/02/25
<b>HMRC</b>			
<b>ESPA</b>	06/02/25	ESPA AGM Update	06/02/25
	14/02/25	Minutes of AGM	21/02/25
<b>LionLink</b>	18/02/25	Landfall update & notification of PC only webinar	21/02/25
<b>SeaLink</b>	25/02/25	Newsletter for February	25/02/25
<b>Sizewell C</b>	14/02/25	Email with Traffic Monitoring Points: additions agreed by TRG	17/02/25
	26/02/25	Email re. Community Forum 27 <sup>th</sup> March 7pm	27/02/25
<b>Residents</b>	19/02/25	Email re. SCC consultation on Footpath 10	21/02/25
	20/02/25	Emails re. riverside tree clearance	21/02/25
	26/02/25	Email re. planning applications The Griffin & car park	26/02/25
<b>Yoxwood Primary School</b>	14/02/25	Notification of tree felling	17/02/25

## Appendix B: Financial Position: March 2025

### Receipts: UT Current Account - February 2025

		Jan-25	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
	£	-	£ <b>11,549.11</b>

### Payments UT Current Account - February 2025

Grounds Maintenance Contract (incl. VAT)	SCL Landscapes	£	-	£ 4,375.00
Salary, PAYE & NI	Employee/HMRC	£	958.08	£ 12,444.28
Banking Service Charge: Monthly from 01/10/24	Unity Trust Bank	£	6.00	£ 47.40
Audits/Legal: Internal/Ext Audit	PKFLittlejohn	£	-	£ 580.80
Training	SALC	£	64.00	£ 377.00
Mileage	Various	£	18.00	£ 78.48
SALC Payroll Subscription 01.04. to 01.09.24	Subscriptions	£	-	£ 737.17
PC Mobile	Lebara	£	19.60	£ 63.70
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	£	12.80	£ 942.60
		£	<b>1,078.48</b>	£ <b>26,062.53</b>

### Total Funds: Bank/Cashbook Balances

Unity Trust Current Account as of 28th February 2025	£	5,009.53
Unity Trust Savings Account as of 28 February 2025	£	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
	£	<b>58,357.52</b>

### 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

**28/2025**

<b>General Reserves</b>	<b>£ 46,578.04</b>
<b>(= Total Funds – Earmarked Reserves)</b>	<b>£ 11,779.48</b>

Draft