



## YAXHAM PARISH COUNCIL

### MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD IN THE JUBILEE PARK MEETING ROOM AT 19:30 hours ON 20 FEBRUARY 2014

Present: Cllrs Lowings (Chairman), Bennett, Crummett,  
Dimoglou, Faircloth and Myhill.  
In attendance Mrs F Needham (Clerk), members of the public

**14/19. To receive and accept apologies for absence.**

None.

**14/20. To receive disclosures of personal and prejudicial interests/disclosable pecuniary interests and requests for dispensations from Councillors on matters to be considered at the meeting.**

Cllr Faircloth declared an interest in item 7.a as the neighbour of the property concerned. Cllr Dimoglou declared an interest in item 7.b as an owner of THPD Properties Ltd and item 7.d as the neighbour of the property concerned. Cllr Crummett declared an interest in item 21.

**14/21. To hold a public session.**

Peter Smith reported that George Freeman has agreed to lead a campaign on speed limits near the school. There is a meeting next week of parents and the CLP group to start planning the campaign.

Maggie Oechsle said that Yaxham Parish Charity has funds of £211,000 and an income in 2011/12 of £2000. The CLP has thrown up ideas including the church roof and a recreation area in Clint Green but nothing has been forthcoming from the Charity. Mrs Oeschle asked that it be put as an item for the next meeting for the Charity to report on how it plans to use its funds to the Annual Parish Meeting in May. Mr Faircloth spoke about planning application 3PL/2013/1192/F as a neighbour.

**14/22. To receive matters of interest from the District/County Councillor.**

Cllr Cliff Jordan gave an update on the financial situations of Norfolk County Council and Breckland Council.

**14/23. To agree and sign the minutes of the meeting of the Parish Council held on 9 January 2014.**

The minutes were accepted as a true record and signed by the Chairman.

**14/24. CLP Group - Feedback from CLP Group meeting with George Freeman MP.**

Cllr Lowings and the clerk reported that the meeting had been very productive and George Freeman has agreed to help with several issues including speeding/traffic near the school, the Localised Council Tax Support grant and the cost of elections.

**14/25. To discuss Planning Matters:**

**a. To review the following planning application:**

**3PL/2014/0064/F - Mr Anthony Cheetham - Gadwall Farm Spring Lane - Convert redundant agricultural building to 2 holiday cottages for short term lettings & 11 month occupancy (Resubmission)**

It was AGREED to support this application.

**3PL/2013/1192/F - Mr Anthony Lanham - Homefield Dereham Road - Stable block to rear field (Retrospective)**

The clerk reported that due to an error on her part an extension of time for comments was not requested and the planning application was agreed by Breckland Council on 13 February 2014. It was AGREED the clerk will write to Breckland Council to report that the planning conditions are being breached as the stable is being used for commercial not personal use, and to ask that the applicant be asked to submit an application for change of use of the land from agricultural to paddock.

**b. To note the following planning decisions:**

**3PL/2013/1149/F - THPD Properties Ltd - Yaxham Waters, Dereham Road NR19 1RF - Variation of conditions 3, 4 & 5 on pp**

**3PL/2012/0362/F in respect of stationing of 4 additional holiday lodges**

Permission granted

**3PL/2013/1116/F - Mr & Mrs Barry Green - Silver Spring Arabians, Paper Street NR19 1RY - Removal of condition No. 5 on 3/95/1015/F - occupation of dwelling**

Withdrawn

**c. Update on planning application:**

**3PL/2010/1361/F - Land East of Yaxham Road, Dereham - Erection of 255 dwellings with associated open space - To discuss whether to write to Breckland Council requesting formally that a footpath/cycleway be included in the conditions for this planning application**

It was AGREED that the clerk will contact Breckland Council to request that a footpath/cycleway linking Toftwood and Yaxham, and a new link to the eastbound A47 be included in the conditions for this planning application.

It was AGREED that additional comments will be submitted expressing concern about the ability of the sewage works to deal with the development and the effects of the additional surface water which will result on the flooding risk.

**d. To discuss any further developments and/or response received from Breckland Council relating to the static caravan in the garden of the property situated at Redmayes, Dereham Road.**

The clerk will contact Breckland Council to ask for an update on action taken.

**e. To discuss any further developments and/or response received from Breckland Council in relation to the building works being undertaken at Riverside Farm, Cutthroat Lane, Yaxham.**

It was NOTED that Chris Curtis, Enforcement Leader has informed the Parish Council that the building is to be removed soon.

**14/26. To discuss Financial Matters.**

**a. The following payments were approved:**

- |                                                    |         |
|----------------------------------------------------|---------|
| i. F Needham salary (January and February 2014)    | £551.20 |
| ii. F Needham expenses (2 Dec 2013 to 17 Feb 2014) | £63.58  |

**b. To consider using a payroll service for clerk's pay**

It was AGREED to use Douglas Tonks for the clerk's pay and PAYE at a cost of approximately £12 a month. The clerk's monthly hours will be reduced from 26 to 25 hours, a saving of £10.60.

**14/27. Internal Control Procedures.**

**a. To consider month end bank reconciliations**

**i) Barclays Bank Community Account Statement in respect of the Yaxham Parish Council CLP account.**

The bank reconciliation statement was reviewed and signed by Cllr Lowings as accurate.

**ii) Barclays Bank Community Account Statement in respect of the Yaxham Parish Council Community account.**

No bank statements have been received so this was deferred to the next meeting.

**14/28. To receive an update on Highway matters.**

**a. To receive an update on work reported to Highways**

The following had been reported to Highways: pot holes in Mill Lane and Church Lane, Yaxham sign outside Yaxham Waters falling down. The direction sign on B1135 as approach village has not been reported – Cllr Faircloth provided more information.

**b. To note other maintenance work required**

Pot holes in Stone Road, at Dunelm, Station Road, junction Station Road/Norwich Road, request hedge along footway on Norwich Road to be coppiced (cut off at the stub at bank level), hedges along Cutthroat Lane still not done.

Cllr Crummett offered to meet the Highway Rangers when they next visit.

Cllr Lowings offered to mend the roof of the Dereham Road bus shelter.

**14/29. Update on bus services at Clint Green.**

A letter from the owners of the Nelson was read out. It was AGREED that Cllrs Bennett and Myhill and the clerk will meet with Helen Martin, NCC, Konectbus and Highways to agree a permanent and marked site for the bus stop.

**14/30. Update on bid to NCC Parish Partnership Scheme for 50% funding towards a portable speed sign with Garvestone, Reymerston & Thuxton Parish Council.**

It was NOTED that Iain Temperton has agreed five sites for the sign, two in Yaxham, three in Clint Green. It was agreed to sign the Memorandum of Understanding with NCC and to apply for 50% funding for five brackets and one post and allocate a further £244.50 for these (total cost £944.50).

**14/31. To discuss parking issues outside Oakland's on Norwich Road Yaxham.**

An email from a member of the public about parking outside Oakland's was read out. It was agreed Cllr Faircloth will speak to the vehicle owner concerned.

**14/32. To discuss plans for Remembrance Sunday 2014.**

It was AGREED to put plans for the commemoration of WW1 on the next agenda.

**14/33. To discuss footpath walk posters or leaflets for the parish noticeboards.**

Cllr Crummett offered to update the footpath leaflets. The clerk will look into funding from the Norfolk Community Foundation.

**14/34. Update on the Localised Council Tax Support grant.**

It was NOTED that Breckland Council have agreed to pay parish councils the grant, and it was AGREED that Cllr Lowings will write to thank Roger Atterwill, Chairman of Swanton Morley Parish Council for his hard work in this matter.

**14/35. To receive correspondence.**

- a. Norfolk Constabulary Crime Statistics reporting no crimes in December 2013 and January 2014

It was NOTED that these figures do not seem to include all reported crimes. The clerk will look into this.

- b. Norfolk ALC weekly update w/e 7 February 2014 – Localised Government Finance Statement - noted
- c. Breckland Council – Local Asset Backed Vehicle - noted
- d. Norfolk RCC – Norfolk’s Poor’s Land events - noted
- e. Local Government Boundary Commission – Electoral Review of Breckland: Draft Recommendations – for the next agenda
- f. Breckland Council – new Street Naming & Numbering Policy - noted
- g. Breckland Council – Proposals for the provision of/or improvement of outdoor play space/children’s play space

It was AGREED the clerk will write to Mike Brennan to say that the Parish Council would like to use the Recreational Contribution Fund in the future for a children’s play area at Clint Green and for the improvement of the Jubilee Park facilities including a Multi-Use Games Area.

**14/36. To receive items for the next agenda.**

None.

**14/37. To agree the dates of meetings for 2014.**

The following dates were agreed:

Thursday 3rd April, Thursday 8th May, Thursday 12th June, Thursday 10th July, Thursday 11th September, Thursday 16th October, Thursday 27th November

It was AGREED the clerk will notify councillors if planning applications are received which need to be commented on before the next meeting and an extra meeting called if necessary.

**14/38. To consider passing a resolution to exclude the Press and Public from the meeting on the grounds that the next business to be transacted is confidential and publicity would be prejudicial to the public interest.**

The resolution was agreed.

**14/39. To consider the tenders for Ground Maintenance.**

It was AGREED to award Tender 1: Jubilee Park playing field to Norse, and Tender 2: Pinns Corner, Mouse Lane and Pinns Lane and Tender 3: Church Room Drive and the children’s play area to Gary Lake.

To confirm the date of the next meeting:

**Full Meeting at 7:30 pm on Thursday 3<sup>rd</sup> April 2014.**

The Chairman closed the meeting at 10.10 pm.