



**MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD IN THE DAVID MYHILL ROOM, YAXHAM VILLAGE HALL
At 7.00pm on Thursday 26th September 2019**

Present: Cllrs Martin (Chairman), Oechsle (Vice-Chairman), Whadcoat, Cheetham, Lowings, Couves and Gust.

In attendance: Mrs V Turner (Clerk) and 16 members of the public.

1.0 Chairman's opening remarks

The Chairman warmly welcomed residents, fellow Councillors and the Clerk to the first Autumn Meeting. The Chairman asked that his thanks be **NOTED** to Vice Chair Oechsle for covering in his absence over the summer recess, and for all other Cllrs who had worked so well as a team during his leave. The Chairman reported that much had happened over these weeks of note, particularly the installation of the new SAM2 Sign and two bus shelters. A positive start to the new Council term.

2.0 Apologies All members of the Council were present.

3.0 Declarations of Interest Cllr Whadcoat made a Declaration of Interest in respect of Item 7.3, The interest was **NOTED**.

4.0 Public Session – The Chairman of the YVAA thanked Cllr Lowings for his voluntary services in fixing the closure problem with the Hall entrance door and remarked that his long and continuing input to the Hall was invaluable.

The Chairman of the YVAA also reported that a recent inspection from RoSPA had shown some issues with the playground but had not spotted problems with the swings. One swing has been dismantled for safety reasons to date, with others likely to follow suit. Thanking the hard work and dedication of volunteers who had painstakingly maintained the play area, he said that he felt that the time had come to replace equipment rather than attempt further repair. In response to this comment, the Chairman suggested deferring this to Item 12.

A member of the Public mentioned the over-growth of vegetation around the war memorial. The comment was **NOTED**.

A member of the Public questioned if the Defibrillator was adequately marked; Cllr Gust confirmed that the code for use was written clearly on the side of the unit.

Members of the public also expressed concern that young people were using the rear of the village hall as a cycle track; this was discussed and it was felt that as there was no initial harm, and this is strictly the remit of the YVAA, no action is required; it did however serve to highlight that provision for this age-group in the grounds of the village hall needed further thought.

Footpath No 4 – the timber underneath the small footbridge is showing signs of rot; the Council will liaise with NCC to establish remedial repairs.

Footpath No 5 – Council to respond to matter raised regarding manure obstructing access to this footpath and respond to the landowner. **See Minute 08/08/19 7.0.**

5.0 Reports from County and District Councillors – District Cllr Martin delivered his report and the report was **NOTED**; see Reports' Pack attached. Cllr Martin extended Cllr Connolly's apologies for absence for family reasons.

6.0 Minutes of the Previous Meeting

6.1 To approve the Minutes of the Meeting of the Parish Council held on 18th July 2019

The Minutes of the previous meeting were read for accuracy; with the amendment for clarification that the Item 8. header be amended to read "Parish Council Plan", the Chairman **PROPOSED** they were adopted as a true and accurate record; all **AGREED**

and the Minutes were signed by the Chairman.

6.2 To approve the Minutes of the Extraordinary Meeting of the Parish Council held on 1st August 2019

The Minutes of the Extraordinary meeting were read for accuracy; the Chairman **PROPOSED** they were adopted as a true and accurate record; all **AGREED** and the Minutes were signed by the Chairman.

6.3 To approve the Minutes of the Extraordinary Meeting of the Parish Council held on 8th August 2019

The Minutes of the Extraordinary meeting were read for accuracy; the Chairman **PROPOSED** they were adopted as a true and accurate record; all **AGREED** and the Minutes were signed by the Chairman.

6.4 To receive the Clerk's Report on matters since the last meeting

The Clerk delivered her report; the report was **NOTED**; see Reports Pack attached.

6.5 To consider matters arising from the Minutes of previous meetings not considered elsewhere on the Agenda

Cllr Oechsle mentioned that the hedgerow was reportedly still overhanging Footpath 2 adjacent to the school; this matter to be discussed at the meeting with Governors on 10th October 2019.

The Chairman confirmed that a replacement dog waste bin would be ordered for the front of the Village Hall.

Footpath 1 – A letter has been sent to the landowner but there has been no response.

Footpath 4 – the Chairman thanked the farmer of the land for clearing the field which enabled access across footpath 4

Footpath 7 – The Chairman thanked the landowner for ensuring the footpath remained clear.

A member of the public observed that perhaps a verbal approach rather than formal written contact might be preferable for dealing with these matters; this was **NOTED**.

7.0 Planning Matters

7.1 To receive and consider the following new Planning Applications:

3PL/2019/0869/F – Use of land for the stationing of holiday lodges to Model Standards – Yaxham Waters, Dereham Road, Yaxham – OBJECTION - comments to be lodged with BDC.

The application has little information on which to assess it. It has no layout plans or details and no proposed numbers of additional holiday lodges or caravans or whether the new mains sewerage connection has the capacity to receive this additional use. It was proposed to object to this application until enough information is provided to enable it to be assessed, its potential impact on the village ascertained and suitable safeguards put in place – **AGREED** unanimously. It was agreed to request the District Councillors to request that this be called-in for consideration by the Planning Committee.

3PL/2019/0994/HOU – Proposed two storey extension – 1 Dereham Road, Yaxham – Application NO OBJECTION.

3PL/2019/1907/HOU – Garage conversion and porch infill – 2 Andrews Way, Yaxham – Application NO OBJECTION with the proviso that parking and access on Andrews Way are not adversely affected.

7.2 To receive and consider any additional information on Current Planning Applications

3PL/2010/1361/F – Erection of 255 dwellings – land, Dumpling Green, Hopkins Homes – No further developments to report to date other than Dereham Town Council have requested a traffic assessment. Cllr Oechsle has circulated a draft statement, detailing Yaxham's stance for objecting to the development in its current form. Cllr Oechsle **PROPOSED** that this should be sent to key personnel involved in the application; it was unanimously **AGREED** that this statement be emailed to Gordon Bambridge and Nigel Wilkin with cc to George Freeman MP, Cllr Claussen, Cllr Martin and other pertinent District Councillors.

3PL/2018/0312/F – The Old Post Office, Norwich Road, Yaxham – With ecological reports now submitted, this development has now been recommended for approval at the planning committee on 30th September.

3PL/2019/0634/F – Development of surface water drainage system – Elm Close, Yaxham. It was **AGREED** that Cllr Martin in his role as District Cllr should ascertain the current status of this application given that the Elm Close development has been rejected.

7.3 To receive and consider results of Planning Applications

3PL/2018/0021/D- Development site – Land off Elm Close, Yaxham – Refused

3PL/2019/0736?HOU – Mukinge, Well Hill, Yaxham – Approved

3PL/2019/0845/HOU – Birkdale House, Drusilla Way, Yaxham – Withdrawn

3PL/2018/0077/VAR – Yaxham Waters, Dereham Road - Approved

7.4 To consider other Planning Applications yet to be decided None

7.5 To consider any actions required regarding the emerging Local Plan

It was **NOTED** that the cap set for the percentage number of properties permitted to be added to the village needed to be reviewed as it currently reflects the whole Parish and that for planning purposes, Yaxham village and Clint Green should be regarded as having separate settlement boundaries.

Rejection of the Elm Close Development also means that the settlement boundary needs re-drafting for the Local Plan. When Plan finalisation is imminent, and if the site remains undeveloped, then this existing boundary needs re-drafting, excluding the former Elm Close site. Cllrs to consider this via NP4Yaxham to establish the best approach to Breckland surrounding these issues.

7.6 To consider tendering for professional planning advice from planning consultants and/or planning solicitors on a call-off arrangement.

The potential for needing expert counsel, outside the domain of Planning Officials, in the event of a contentious planning issue, was discussed. It was **AGREED** in principle that research should be undertaken by the Chairman, Vice-Chair and the Clerk to establish potential links with specialist consultees.

8.0 Finance

8.1 To consider and approve the following payments:

The following payments were approved:

| | To Pay | Detail Invoices available for viewing | £ Total | VAT | Ex VAT | Cheque No |
|-------|---------------------|--|--|--|---|-----------|
| i. | Clerk | September Salary and Expenses | £362.89 | £2.08 | £360.81 | 101171 |
| ii. | SLCC Norfolk | Conference Fee | £49.50 | £0.00 | £49.50 | 101173 |
| iii. | Cllr Chris Couves | Materials to Repair Parish Council Noticeboard in Yaxham | £42.98 £33.26 <u>£18.00</u> TOTAL | £7.16 £5.54 <u>£3.00</u> £15.70 | £35.82 £27.72 <u>£15.00</u> £78.54 | 101174 |
| iv. | Cllr Maggie Oechsle | Purchase of Reflective Material for Village Planters | £77.35 | £12.89 | £64.46 | 101176 |
| v. | Harlequin Print | Newsletter – September | £89.00 | £0.00 | £89.00 | 101175 |
| vi. | YVAA | Yaxham PC Advert - September | £40.00 | £0.00 | £40.00 | 101177 |
| vii. | Westcotec | Two Replacement Bus Shelters | £8,481.60 | £1,413.60 | £7,068.00 | 101178 |
| viii. | Cllr Ian Martin | Website domain name registration to 123reg.uk. | £19.19 | £3.20 | £15.99 | 101179 |
| ix. | Cllr Bob Gust | SAM2 Extras | £21.00 | £3.50 | £17.50 | 101180 |
| x. | George Crummett | Planters | £11.25 | £1.88 | £9.37 | 101182 |
| xi. | Kyle Plan Supplies | Planters | £13.20 | £2.20 | £11.00 | 101183 |

8.2 To note any receipts since the last meeting – £2575.00 has been received representing payment of the Parish Partnership grant in respect of the SAM2 sign and Member's Allowance contribution granted from Cllr Connolly. A further amount of £5500.00 has been received which is the second payment of the Precept.

8.3 To receive, update and consider the sale of the Shared SAM2 Sign to Garvestone - The Chairman confirmed that an offer of £100 had been made by Garvestone Parish Council in respect of taking ownership of the sign. It was **AGREED** that we would not relinquish the sign

for this amount but would retain and use it for the forthcoming six-month period as agreed in the sharing arrangement. Clerk to confirm this with Garvestone PC.

8.4 To consider and approve any councillor/clerk training and relevant external conferences

Cllr Whadcoat – to attend PTS session on *Understanding your Councils Finance*

Clerk – To attend PTS session *Budget and Precept*

8.5 To consider the Parish Partnership March 2019 Grant Position and any proposed actions

The Chairman confirmed that the SAM2 Sign, Bus Shelters and Village Gateways had been applied for, with the former two having been purchased and satisfactorily installed. It was AGREED not to install a perch-seat at the Norwich Road shelter so as to maximise the space for disabled users. The Chairman explained that estimates for the Village Gateways had been obtained by a former Clerk but had not included costings for installation. NCC had been informed and the Council was currently awaiting a decision from them as to the best way to mediate for this. Pending NCC decision, the Chairman asked the Council to **CONSIDER** that the application could potentially be re-submitted for three pairs of gates instead of four.

8.6 To consider the Parish Partnership December 2019 Grant Application and any projects that might be included, such as widening the pavement between Pinns Corner and Spring Lane, a bus shelter in front of Elm Close on Norwich Road, and a SAM2 pole on Whinburgh Road.

The Chairman confirmed that any applications needed to be submitted during December for them to be considered. The proposed installations were discussed, and it was **AGREED** that:

- the placement of a third bus shelter at the front of Elm Close, but on a different site;
- the purchase of a Wig Wag sign near the school for Well Hill;
- speed reduction measures be considered on the Whinburgh Road approach to the village, including an additional SAM2 pole be placed on Whinburgh Road.

9.0 Highways

9.1 To consider the results of the Village Road Sign Audit - Cllrs to pass their findings on to the Clerk for collation. The Clerk to liaise with Cllr Martin and Cllr Oechsle to establish the most appropriate way of reporting any issues to Breckland and Norfolk County Council.

9.2 To consider any Highways matters needing attention –

Sunken drain cover adjacent to the Norwich Road sign; PL to provide a photograph to the Clerk
Footpath Finger Posts were raised – Any maintenance issues to be reported to the Clerk.

10.0 Reports from Councillors

Cllr Couves – The village notice boards have been serviced and repaired. A vote of thanks was made to Cllr Couves for his hard work.

Cllr Whadcoat confirmed he was continuing to attend the A47 Dualling Monitoring Committee – he reported that there was negligible repercussion to Yaxham thankfully, but he confirmed that a questionnaire to all villages would be arriving soon and the Council would be invited to make comment by 28/10/19. Clerk to circulate to Cllrs upon receipt.

11.0 Correspondence Previously Circulated – Includes Breckland Council Agendas and Minutes, NALC and Police Newsletters, NALC Collaborative Community Well-being Project email; Farming and Highways email; RSN and CAN Newsletters; Norfolk Minerals and Waste Local Plan: Preferred Options Consultation email.

All correspondence shared and **NOTED**. It was **AGREED** that Yaxham would not participate in the Collaborative Community Well-being Project and it was **NOTED** that the Norfolk Minerals and Waste Local Plan did not directly affect the Parish.

It was **NOTED** that the next meeting of SNAP would take place on 28.10.19 and that PL and CC would attend on behalf of the Council.

12.0 Urgent Business

12.1 To consider any issues raised by Councillors that the Chairman considers to be urgent

Considering the issues raised surrounding un-safe play equipment on the Village Hall playground during the Public Session, it was **AGREED** that a working party be set up to work in liaison with the YVAA, and the school to establish a plan of action. Cllrs Gust, Couves and Whadcoat were nominated as the Parish Council's members of the working group - **AGREED**.

*The Chairman noted that the meeting had run for 2 hours and therefore proposes to suspend Standing Orders to enable the meeting be extended beyond two hours which was **AGREED**.*

13.0 To note items for the next meeting Agenda Nothing additional noted.

14.0 Date of the next Parish Council Meeting
To AGREE and NOTE the change of publicised meeting date to the following:

To be held in the David Myhill Room at Yaxham Village Hall
6.15pm – Staffing Committee Meeting; 7.00pm Yaxham Parish Charity Meeting and 7.30pm
Yaxham Parish Council Meeting all on **Thursday 24th October 2019 – AGREED.**

There being no other business the meeting closed at 9.32pm.