



**MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD IN THE DAVID MYHILL ROOM, YAXHAM VILLAGE HALL
At 7.00pm on Thursday 24th October 2019**

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

In attendance: Mrs V Turner (Clerk), Councillor Connolly, and 11 members of the public.

1.0 Chairman's opening remarks

The Chairman warmly welcomed residents, fellow Councillors and the Clerk to the Meeting. The Chairman asked that the success of the recent Macmillan Coffee Morning be **NOTED** with a running total of donations over the last three years now reaching £6,500. The Chairman reminded Members and the public of the more informal running order of the meetings and highlighted that because the Council was a meeting held in public, and not a public meeting, members of the public gallery could speak only during the public session unless invited to do so at the Chairman's discretion during the remainder of the meeting. The Chairman drew the public's attention to the Report Packs which included appendices to the meeting and available on the Website for reference.

2.0 Apologies Apology received from Cllr Whadcoat who was away on business. Apology **AGREED** and accepted.

3.0 Declarations of Interest None tendered.

4.0 Public Session

The Old Post Office, Norwich Road, Yaxham – Further to written communication with the Clerk earlier in the week, a resident raised ongoing concerns surrounding the Parish Council's role ensuring compliance to conditions attached to this development. The Chairman explained that this matter would be discussed more fully on under Item 7.3 on the Agenda.

YVAA Refurbishment – The Chairman of the YVAA delivered an update on the ongoing works at the Village Hall. Report Attached.

War Memorial – Cllr Couves raised this matter on behalf of a parishioner not present at the meeting. Concerns continue surrounding trees obscuring the Memorial and the lack of signage to indicate its presence in the grounds of St Peters. Clerk to contact Rev McCaghrey to raise these issues and arrange a site meeting.

5.0 Reports from County and District Councillors – Cllr Martin delivered the District Councillors report, and this was **NOTED**; see Reports' Pack.

Cllr Connolly reported the success of a recent initiative orchestrated by Norfolk Library Service aimed at enhancing the digital skills of the wider community. He also announced the launching of a new Early Years family service now available for access via the NCC Website.

Cllr Connolly also stated that he had spoken with the Senior Engineer at NCC about the concerns expressed by the Parish Council over unresolved Highways issues. It was **AGREED** that the Chairman and Cllr Connolly would meet with Highways next month to discuss.

6.0 Minutes of the Previous Meeting

6.1 To approve the Minutes of the Parish Council Meeting held on 26th September 2019

The Minutes of the previous 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.

- 6.2 To consider matters arising from the Minutes of previous meetings not considered elsewhere on the Agenda**
- Footpath 4** – Having conducted a site inspection, Cllrs **AGREED** that the Authority responsible for replacing rotten timbers must be identified before repairs can commence and that the liability insurance schedule must be scrutinised. **Action:** The Clerk and Chairman to consult NCC and if required, the Council’s insurer.
- Footpath 5** – The issue of manure obstructing access has been resolved.
- Parish Partnership Grants** – To be discussed under Item 10.3
- 7.0 Planning Matters**
- 7.1 To receive and consider the following new Planning Applications:**
- 3PL/2019/1209/VAR – Variation of conditions 2 of 3PL/2014/1162/F – Revision of road layout and location of holiday lodges Yaxham Waters, Dereham Road, Yaxham** – This was discussed and given the minor changes it was **AGREED** to register **NO OBJECTION**.
- 3DC/2019/0197/DOC – Discharge of Conditions 11, 12 and 13 of 3PL/2018/0077/VAR Yaxham Waters, Dereham Road, Yaxham** The conditions are now deemed met by the LA and it was **AGREED** to make no comment. The Chairman reported that he and Cllr Couves would be meeting Timothy Hay, owner, and Neil Sunderland, General Manager, of Yaxham Waters on the following day to discuss current and ongoing proposals.
- 7.2 To receive and consider any additional information on Current Planning Applications**
- 3PL/2019/0994/HOU – Proposed two storey side extension – 1 Dereham Road, Yaxham - The original plans have now been revised and resubmitted, essentially reducing the proposed extension to half the original footprint. This has now been APPROVED by Breckland.**
- 3PL/2019/0634/F – Use of land for stationing of holiday lodges to Model Standards, Yaxham Waters, Dereham Road, Yaxham** - This has been **REFUSED** by Breckland on 23rd October for lack of information.
- 3PL/2010/1361/F – Erection of 255 dwellings – land Dumpling Green, Hopkins Homes, Dereham** – currently deferred due to a Local Plan issue which will affect as a material consideration in the process.
- A letter has been drafted in response to Simon Wood’s email and this has been circulated to Cllrs prior to the meeting. The Chairman **PROPOSED** that this letter should be sent by the Clerk; this was **SECONDED** by Cllr Oechsle and unanimously **AGREED**. Clerk to send ASAP.
- 7.3 To receive and consider results of Planning Applications**
- 3PL/2019/1097/HOU – Garage Conversion, 2 Andrews Way, Yaxham** – Approved
- 3PL/2019/0634/F – Surface water drainage system, behind Elm Close** – Withdrawn
- 3PL/2018/0312/F – The Old Post Office, Norwich Road, Yaxham** – Approved – Further to correspondence from a concerned Parishioner, Cllrs debated the conditions attached to this site and it was agreed that there were no contraventions at present; the Clerk also reported that NCC had confirmed that the erected scaffold was also compliant.
- 8.0 2019 Royal British Legion Poppy Appeal**
- 8.1 To consider a door-to-door collection**
- The Chairman confirmed that he had contacted the Royal British Legion and that he was currently awaiting a response. Should a collection be undertaken, it was **AGREED** that the Cllrs would do this on the usual geographical jurisdiction basis.
- 8.2 To consider the organisation of and purchase/donation for poppy wreaths for village organisations**
- It was **PROPOSED** by the Chairman that the Council re-use last year’s wreaths and add a fresh memorial card, making an equivalent donation of £20 to the Royal British Legion as an alternative to purchasing a new wreath, and that this should be proposed to the other village organisations, and coordinated by Katy Marczewski who had kindly volunteered. This was **AGREED**.

9.0 Finance**9.1 To consider and approve the following payments:**

The Chairman confirmed an additional payment had been scheduled for Geosphere in respect of Parish Online GIS - £36.00 inclusive of VAT.

The following payments were **AGREED**:

	To Pay	Detail - invoices available for viewing	£ Total	VAT	Ex VAT	Cheque No
i.	Clerk	October Salary and Expenses	£393.35	£3.58	£389.77	101184
ii.	Geosphere Ltd	Annual Parish Online Subscription	£36.00	£6.00	£30.00	101187
iii.	Norfolk PTS	Course fees for Councillor and Clerk Training	£100.00	£0.00	£100.00	101186
iv	Glasdon UK Ltd	Replacement Dog Waste Bin and Fixings	£134.24	£22.37	£111.87	101185

9.2 To note any receipts since the last meeting –

The following receipts were **NOTED**:

	From	Details – invoices available for viewing	£ Total
i.	Charles Harrison	Paper Street Land Rent - 2019	£ 150.00
ii.	NCC	Bus Shelters – 50% Parish Partnership Grant	£3,534.00

9.3 To receive and consider the Financial Monitoring Officer's Report

Reporting on behalf of Cllr Whadcoat, the Clerk confirmed that the latest accounts had been verified and signed as accurate.

9.4 To receive and consider the latest Bank Reconciliation

This was circulated to all Cllrs in advance of the meeting. The Reconciliation was **NOTED**.

9.5 To receive and consider the Income/Expenditure report versus Budget to 30/09/19

This was circulated to Cllrs by the Chairman and was confirmed as being reviewed and signed off by Cllr Whadcoat. The Report was **AGREED** and **NOTED**.

9.6 To receive and discuss the pre-draft budget for 2020/21

Previously circulated, this report represents the pre-draft budget and proposed Precept for 2020/21. Cllrs were asked to consider this ahead of the meeting on 28th November when the budget will be finalised.

The Chairman updated Cllrs that at the Staffing Committee Meeting held earlier in the evening, it had been agreed to increase the Clerk's contractual administration hours from 6hrs to 7 hrs per week. It was also confirmed that a contribution to the study hours required for the CiLCA course had also been agreed and that these additional costs would be incorporated in to the new budget.

The pre-draft Budget and Staffing update was **NOTED**.

9.7 To receive and consider the revised Asset Register and Insurance Schedule as at 30.09.19

With the addition of the SAM2 sign and the two new bus shelters to the asset list, the Chairman reported that this would not increase Yaxham's policy premium for the remainder of the year. The Chairman **NOTED** the need to add the new dog waste bin at the next revision. The Register and Schedule were **AGREED** and **NOTED**.

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

No new training needs identified at this moment. **Action:** The Clerk and Chairman would follow-up with Poultec as regards possible IT courses.

10.0 Highways**10.1 To agree actions as regards Traffic Signs and Road Name signs that need attention**

The Chairman confirmed that the results of the sign audit had been collated and were now ready for bringing to the attention of either Highways and the Local Authority, depending on jurisdiction. All **AGREED**.

10.2 To agree actions as regards Footpath Signs that need attention

It was **AGREED** that photographs of finger post signage in need of attention would be passed to Cllr Couves who would contact NCC to instigate remedial works.

10.3 To note any other Highways matters requiring attention

Highways Response – the Chairman reported a far from satisfactory response as regards: Village Gateways; the footpath between Pinns Corner and Spring Lane; Well Hill/Clint Green bus shelter; Whinburgh Road Junction – speeding issue. Currently advised no action pertinent; SAM2 Sign additional posts for the western end of Clint Green on the southern approach to Yaxham on the Whinburgh Road; Bus Shelter possible position on Norwich Road (Elm Close) refused because would affect visibility splays. Primary School – additional Wig Wag sign on Well Hill. All the above to be listed for discussion with Highways at a forthcoming meeting to be arranged by NCC Cllr Connolly. Clerk to contact Westcotec to establish costs.

St Peter's Close – The ongoing flooding issues need to be addressed by Highways and have been reported via the Highways portal. A vote of thanks was given to a resident of Elm Close for his tenacious pursuit of a solution.

11.0 Reports from Councillors**11.1 To receive reports from Councillors on their areas of responsibility**

Cllr Gust reported the main issues discussed at the recent meeting between himself, the Chairman and the Governing Body at the school.

- Parking – ongoing issue of dangerous and inconsiderate parking; measures suggested to counteract included flyers for windscreens/police intervention; it was suggested that these flyers might be produced on Parish Council headed notepaper as opposed to that of the School. Residents to forward any photographs of inconsiderate or dangerous parking to the Clerk – to be on the agenda for the next meeting.
- Wig Wag sign at Well Hill
- School-based Speed Watch
- Defibrillator of the school
- Overgrown hedging along the footpath
- Play area refurbishment – collaborative working
- Potential erection of Safety Barriers at the front of the school

The Chairman confirmed that the school hall would be available as a potential venue of forthcoming Parish Council meetings in 2020. The Report was **NOTED**.

12.0 Policies**12.1 To consider and agree the Internal Audit Plan and any amendments**

Subject to the amendment on Items No 13.2 and 13.3(ii), the policy was **AGREED** unanimously for re-adoption and will be reviewed again in October 2020.

12.2 To consider and agree the GDPR Policy and any amendments

No revision required. The Policy was **AGREED** unanimously for re-adoption and will be reviewed again in October 2020.

12.3 To consider the GDPR Privacy Notice and any amendments

Subject to the amendment of website and address details, the policy was **AGREED** unanimously for re-adoption and will be reviewed again in October 2020.

13.0 Correspondence (previously circulated via email)

13.1 Correspondence including: Breckland Council Agendas and Minutes, NALC, Police, RSN and CAN Newsletters were **NOTED**.

14.0 Urgent Business None noted.

15.0 To note items for the next meeting Agenda

Budget 2020/21; SAM2 Data; School Traffic actions; Village literature.

16.0 Date of the next Parish Council Meeting

To be held in the David Myhill Room at Yaxham Village Hall at 7.00pm on **Thursday 28th November 2019**

The Meeting closed at 9.00pm with no further matters arising.

YVAA Update

I thought it would be useful to give the PC an update of where we are at, YVAA wise.

As you should be aware, the work has started

The trench has been dug from the hall to the main road and is ready for UKPN to come along with their cables to connect us on Monday. This may be delayed, as we are relying on our provider Pozitive Energy to install the new meter on Tuesday. So far they have been none too positive! So we may be pushing back the electricals a few weeks.

The fire safety system is in place, but please don't try and put it to the test yet, as we are awaiting connection to the new system (The old system does not have the capacity to handle this). We have also changed the entry system to the main hall going over to keypad entry. This method has been supported by our insurers as being more secure than our previous key entry pick up

Work has started on the disabled toilets and when they are completed, the builders move onto the other toilets

Next week, the kitchen will be closed for three days from Wednesday, as more hygienic flooring is installed there and in the disabled loos.

We are trying to keep upheaval to our users to a minimum, but inevitably some disruption will occur.

Finally to put some minds to rest, we regularly conduct arboreal inspections to all the trees on our property and this years has now has been completed. We will get the finalised report in a few days. Let's hope that there is nothing dramatic, as the kettle is very low!

Thank you