



**MINUTES OF THE MEETING OF THE PARISH COUNCIL  
HELD IN THE DAVID MYHILL ROOM, YAXHAM VILLAGE HALL  
At 7.00pm on Thursday 28<sup>th</sup> November 2019**

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

**In attendance:** Mrs V Turner (Clerk), Councillor Connolly, and 21 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 explained that papers relating to planning applications being discussed at the meeting had been available to view from 6pm this evening. He also reminded the public present that supporting documentation shared for Councillors use was also available via the Yaxham Parish website or alternatively, hard copies available by request from the Clerk

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

**3.0 Declarations of Interest**

Cllr Cheetham declared an interest in Item **7.1** 3PL/2019/1327/O. Cllr Cheetham to leave the meeting when this application is discussed.

Cllr Cheetham declared an interest in Item **7.1** 3PL/2019/1430/F. Cllr Cheetham to abstain from discussions on this Item and his interest was **NOTED**.

Cllr Lowings declared in interest in Item **12** and **12.1**. This interest was **NOTED**.

**4.0 Public Session**

**3PL/2019/1327/O** – Outline planning application for the erection of one dwelling on land at Spring Lane, Yaxham – the applicant addressed the meeting to explain the rationale of his application and this was supported by the applicant's architect.

A resident praised the grass cutting contractor for keeping the footpaths clear and accessible. Rubbish Bin – a resident raised the issue of vandalism of the waste bin at Pinns Corner and the Chairman explained that should SERCO confirm agreement to make a collection from this area, then the Council would consider purchasing a more robust bin to replace this one.

**5.0 Reports from County and District Councillors** – Cllr Martin delivered the District Councillors report, and in addition, confirmed that the Local Plan had been agreed as of today; this, and the Report were **NOTED**; please see Reports' Pack.

Cllr Connolly stated that he did not have an official report this time but wanted the meeting to note that Norfolk's Boundary Review had now been postponed until the end of January 2020. He also reported that George Freeman MP should be visiting Yaxham on 5<sup>th</sup> December between 11am – 1pm if residents wished to speak with him.

**6.0 Minutes of the Previous Meeting**

**6.1 To approve the Minutes of the Parish Council Meeting held on 24<sup>th</sup> October 2019**

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

**6.2 To receive the Clerk's report on matters since the last meeting**

Clerk's Report was **NOTED**. Please see document pack.

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

The Chairman summarised actions arising from the minutes.

### 7.0 Planning Matters

#### 7.1 To receive and consider the following new Planning Applications:

##### **3PN/2019/0058/UC – The Old Post Office, Norwich Road Clint Green, Yaxham NR19 1AB**

Change of use of shop to dwelling – The Council **AGREED** to make formal comment regretting that it would not be restored as a shop but providing current planning conditions were adhered to and actively considered, for the whole of the site, it would not object to this application.

**3PL/2019/1364/O – Demolition of the Old Post Office** – this application has been withdrawn. *Cllr Cheetham withdrew from the meeting.*

**3PL/2019/1327/O – Outline planning application for the erection of one dwelling on land to the south of Maxwell House and west of Spring Lane, Yaxham.** This was extensively discussed by the councillors with concerns as to whether it came within Local Plan Policies HOU 04 or 05 as it is more than 100m from the Clint Green settlement boundary. Cllr Martin as Breckland Cllr had asked for this application to be called-in for decision by the Planning Committee, which was refused. The Chairman **PROPOSED** that the Council support this application as consistent with organic growth in line with the Neighbourhood Plan. This was unanimously **AGREED**. The Chairman also proposed that he should as a Breckland Cllr raise this application with Breckland again, which was **AGREED**.

*Cllr Cheetham returned to the meeting.*

##### **3PL/2019/1346/D – Reserved Matters 25 dwellings north of Norwich Road, Scarlett Homes**

The Council unanimously **AGREED** to **OBJECT** to this application on the following grounds:

1. No Contaminated land assessment
2. Need for information regarding grounds Management for an open space
3. Agreement on S106 contributions
4. Awaiting Environment Agency Flood evaluation if site will discharge water into a watercourse.
5. Utilities Statement required.

ENV1 - Compliance

ENV3 – Compliance

ENV4 - Compliance

COM2 – Confirmation of developer funding awaited

HOU6 - Clarification on appropriate building styles

District Cllrs Martin and Claussen to request that it be called in to the Planning Committee if Officers are minded to refuse. This was unanimously **AGREED**.

**3PL/2019/1430/F – Yaxham Waters, 28 Lodges on middle field** – The Council **AGREED** unanimously to **OBJECT** to this proposal on the following grounds:

1. Awaiting report from the IDB.
2. Utilities Statement required.
3. Confirmation required over Density issues and provision of recreational facilities
4. Traffic Impact - more information required
5. GEN04 - Detriment to the environment and local character requires greater consideration
6. Concerns regarding requirement of a holiday park in of this size in locality that it may be environmentally unsustainable.

District Cllrs Martin and Claussen to request that it be called in to the Planning Committee if Officers are minded to approve. This was unanimously **AGREED**.

#### 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, Dereham**

It was **NOTED** that the proposed dwellings now meet National Standards and will consist of a demographic of 18% affordable housing as opposed to the required 25%. The site will abut the settlement boundary and that whilst the traffic survey still raised alarm, it was confirmed that Dereham Town Council will continue to represent shared concerns on this

through legal representation. Comments agreed at the previous Council meeting have been formalised and submitted to Planning Department.

District Cllrs Martin and Claussen to request that it be called in to the Planning Committee if Officers are minded to approve. This was unanimously **AGREED**.

### 7.3 To consider the implications for Yaxham of the adoption of the Local Plan

The Chairman confirmed the formal adoption of the Local Plan as of today. He confirmed that pivotal implications for the village included that it was not designated as a Local Service Centre, settlement boundaries were in place and that a 5 Year Land Supply was allocated with outline permission. Cllr Oechsle suggested it may be opportune to hold a meeting of NP4 Yaxham shortly to discuss the Plan in greater detail. The Local Plan was **NOTED**.

## 8.0 Finance

### 8.1 To consider and approve the following payments:

The following payments were **AGREED**:

	To Pay	Detail - Invoices available for viewing	£ Total	VAT	Ex VAT	Cheque No
i.	Clerk	November and December Salary and Expenses	£370.70 £374.30	£0.00 £0.00	£370.70 £374.30	101189 101192
ii.	Maggie Oechsle	Olly Oechsle – Website Hosting Costs for 2 years plus cancelled cheque no 101145 for £192	£384.00	£0.00	£384.00	101196
iii.	Norfolk NALC	CILCA Clerk's Training Course	£180.00	£ 30.00	£150.00	101190
iv.	Norfolk NALC	Charitable Trusts Training x 3 delegates	£144.00	£ 24.00	£120.00	101191
v.	Ian Martin	Poppy wreath donations x 2 (YPC and CIC)	£ 40.00	£0.00	£ 40.00	101194
vi	Gary Lake	Gary Lake – Grass cutting contract – 2 <sup>nd</sup> payment for 2019	£575.00	£0.00	£575.00	101193

### 8.2 To note any receipts since the last meeting

	From	Detail	£ Total	VAT	Ex VAT
i.	CIC	Poppy Wreath Donation – bank transfer	£ 20.00	£ 0.00	£ 20.00

### 8.3 To consider and agree the budget for 2020/21

The Chairman highlighted changes to the original draft budget that facilitated for the recently agreed change to the Clerk's salary. Other items to **NOTE** were the insertion of an overhead projector to facilitate ease of document display at meetings, as well as the inclusion of Parish Partnership Project contributions. Councillors unanimously **AGREED** to **ADOPT** the budget in its current form for 2020/21.

### 8.4 To consider and agree the Precept for 2020/21

After considering the Budget, it was unanimously **AGREED** to freeze the precept at £11,000.

### 8.5 To consider and agree the Parish Partnership Application for 2020/21

The proposal to apply to the Parish Partnership Scheme for the following was **AGREED**:

- Enhanced signage and new SAM2 Pole on B1135 Whinburgh/Norwich Road junction
- SAM2 Pole for West end of Clint Green on Norwich Road
- Relocation of bus stop and replacement shelter at Well Hill, Clint Green.

### 8.6 To consider and appoint an Internal Auditor

To Chairman confirmed that Max Bergin had offered to undertake the audit of the Parish Council accounts for the fee of £70.00. The decision to appoint was unanimously **AGREED**.

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

The Clerk reported that an Advanced Word Course had been identified at Broadland Council Training Services for March 2020. The Chairman also confirmed that he was awaiting a

response from *Poultec* with regards a tailored programme. Clerk to establish implications of cancelling a booking with Broadland and report back to the Chair and Vice-Chair.

*The Chairman proposed a resolution to extend the Meeting beyond the two-hour point. The motion to extend was **AGREED**.*

## **9.0 Highways**

### **9.1 To report on the meeting held with Highways**

The Chairman reported that a very successful meeting had taken place between himself, John Cotton, NCC Highways Engineer and Cllr Ed Connolly. Progress had been made on all issues discussed and it is proposed to hold quarterly meetings hereon in, in order to maintain working relationships and positive outcomes. The Chairman thanked Cllr Connolly for his support.

### **9.2 To consider any actions as regards anti-social parking at the school**

The Chairman reported that he had researched the provision of banners (maximum price £180) that could be attached to school property with wording to encourage sociable and considerate parking. He also suggested that A5 postcards could be printed with a similar message for placing under windscreen wipers or sending home in pupils' book-bags. Chairman and Cllr Gust to put these suggestions to the School.

### **9.3 To note any other Highways matters requiring attention**

A member of the public raised the matter of a disused water tank outside the properties adjacent to Ranis Indian Restaurant. Clerk to email *Ranis* to see if the tank belongs to them.

## **10.0 VE/VJ Celebrations 32020**

### **10.1 To consider proposals to mark these anniversaries & applying to Breckland for £500**

Breckland is offering grants of up to £500 to commemorate the two landmark anniversaries next year. Cllr Gust to discuss with the YVAA the possibility of holding a community lunch event to mark the occasion and report back to the Clerk. Deadline for applications is 31.01.20.

## **11.0 Village Heritage Literature Review**

### **11.1 To consider and Agree any actions required as regards village heritage literature**

It was **AGREED** that Cllr Oecshle would consider required changes and produce an edited draft for approval.

## **12.0 Parochial Church Charities (Fuel Allotments Charity & Town Lands Charity)**

### **12.1 To consider the report on the Parochial Church Charities**

The Chairman announced that both Ruth Davies and David Myhill were standing-down from their positions on the Charities. It was **AGREED** that appointment of new Trustees would be placed on the Agenda in the new year and that the Chairman would liaise with Rev McCaghrey. The Chairman tendered a vote of thanks to David Myhill for his work over the years and wished both David and Ruth well.

## **13.0 Reports from Councillors**

### **13.1 To receive reports from Councillors on their areas of responsibility**

**SAM2 Data** - Cllr Couves reported he had been unable to download the data from the new SAM2 sign but would pass this information to the Clerk as soon as it was available.

Cllr Gust reported that the SAM2 sign at the entrance to Clint Green had indicated that there were indications to suggest cars were slowing down now that the sign was in position.

**NWLink/A47 Dualling** – Cllr Martin briefed Councillors on the salient points affecting surrounding villages; it was **AGREED** that Cllr Martin should write to Highways, England to register specific concerns about the Berry Lane junction.

**Footpaths** – Cllr Couves reiterated the recent repairs to Footpath 4 and this was **NOTED**. Chairman to thank the Countryside Access Officer for her swift action.

**Primary School** – Cllr Gust and Cllr Martin had attended a very positive meeting with the Head and the Governing Body – this will evolve to encompass one meeting per term. The first Parish Council meeting potentially to be held at the school site will be 26.03.19.

**14.0 Policies**

**14.1 To consider and agree the General Reserves Policy and any amendments**

The Chairman drew Councillors' attention to the addition of the insertion of current ear-marked figures. These can be adjusted when appropriate. The Policy was **AGREED** unanimously for re-adoption and will be reviewed again in November 2020.

**14.2 To consider and agree the Health and Safety Policy and any amendments**

The Policy was **AGREED** unanimously and will be reviewed again in November 2020.

**14.3 To consider and agree the Scheme of Delegation and any amendments**

Subject to the tracked-change amendments circulated prior to the meeting, the policy was **AGREED** unanimously for re-adoption and will be reviewed again in November 2020.

**15.0 Correspondence (previously circulated via email)**

**15.1** Breckland Council Agendas and Minutes, NALC Newsletters, Police Newsletters, RSN Newsletters, CAN Newsletters and NCC Bus Consultation – **NOTED**.

**16.0 Urgent Business**

**16.1. To consider any issues raised by Councillors that the Chairman considers to be urgent  
3PL/2019/1448/2019 – Sunnyholme Paper Street Yaxham NR19 1RY**

Cllr Martin to organise a meeting with the applicant. Cllrs **AGREED** to hold an Extraordinary Meeting on 10<sup>th</sup> December 2019 to consider.

**17.0 To note items for the next meeting Agenda**

Community News Invoice for EPC Agenda and **3PL/2019/1448/2019**

**16.0 Meeting Dates for 2020/21**

**AGREED:**

23<sup>rd</sup> April; 28th May; 25th June; 23rd July; 24th September; 22nd October; 26th November; 28th January; 25th February; 25th March.

**17.0 Date and Time of Next Meeting**

**Extraordinary Meeting of the Parish Council** To be held in the David Myhill Room at Yaxham Village Hall at 7.00pm on **Tuesday 10th December 2019**

**Parish Charity Meeting: 7.00pm, Thursday 23rd January 2019, and Parish Council Meeting at 7.15pm David Myhill Room, Yaxham Village Hall**

The Meeting closed at 9.41pm with no further matters arising.