



**MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD IN THE DAVID MYHILL ROOM, YAXHAM VILLAGE HALL
At 7.00pm on Thursday 23rd January 2020**

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

In attendance: Mrs V Turner (Clerk) and 14 members of the public.

1.0 Chairman's opening remarks

The Chairman warmly welcomed residents, fellow Councillors and the Clerk to the Meeting.

2.0 Apologies Apology received from Cllr Oechsle who was on pre-arranged leave. Apology **AGREED** and accepted. NCC Cllr Connolly was unable to attend due to other commitments.

3.0 Declarations of Interest None declared.

4.0 Public Session

War Memorial – Further mention was made to the Memorial and its obscurity. Rev McCaghrey has been contacted and his response awaited. Chairman to follow-up.

Yaxham Calendars – Points noted and discussed under Item 9.1

Potential Obstruction adjacent to Ranis Restaurant – Tank has now been removed; however, metal stakes, and warning tape, were reported as a further potential obstruction. The Chairman explained that if this was within the stipulated 1 metre of the highway, it would not constitute an obstruction, but it would be reported to Highways to investigate.

Declaration of Interest – A potential omission of declaration of interest was discussed however no obligation or interest was found.

5.0 Reports from County and District Councillors – District Cllr Martin delivered his report, the Report was **NOTED**; please see Reports' Pack which is an addendum to these Minutes and available on the Parish Council Website. In addition, Cllr Martin also invited Members to attend the Breckland Town & Parish Forum being held at 5.30pm on 12th February 2020. Clerk to confirm attendance for herself and Cllrs Whadcoat, Cheetham, Lowings and Couves. It was **NOTED** District Cllr Paul Claussen's new position as Cabinet Member for Planning.

6.0 Minutes of the Previous Meeting

6.1 To approve the Minutes of the Parish Council Meeting held on 28th November 2019

The Minutes of the previous meeting were read for accuracy; the Chairman tabled an amendment of the draft for Item 7.1 as **PROPOSED** by Cllr Lowings. The amendment was circulated to Cllrs and **AGREED**. Subject to this amendment the Minutes were unanimously **AGREED** as a true and accurate record and were signed by the Chairman.

6.2 To approve the Minutes of the Extraordinary Council Meeting, 19th December 2019

The Chairman confirmed that Council was unable to meet on the original date scheduled because no quorum could be formed. This was re-arranged for 19th December. The Minutes of the Extraordinary Meeting were read and **AGREED** unanimously as a true and accurate record. The Chairman signed the Minutes.

6.3 To note the unapproved Minutes of the NP4Yaxham Working Group meeting of 8th January 2020 The Chairman asked Cllrs to **NOTE** the draft minutes. All **AGREED**.

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

The Clerk's Report was read and **NOTED**. Please see Document Pack.

6.5 Matters arising from Minutes of previous meetings not considered on the Agenda

Item 16.0 – Cllr Whadcoat asked the Clerk to verify if the new meeting dates had been posted on the website – Clerk to check [these have now been added].

Cllr Lowings indicated that the previously minuted start time of the PC meeting was 7.15pm but the Agenda stated 7.30pm. The Chairman tendered apologies for any inconvenience caused by this typographical error. He also confirmed that all meetings of the Parish Council open to the public would commence at 7.00pm

7.0 Planning Matters

7.1 To receive and consider the following new Planning Applications:

3PN/2020/0033/HOU – Field House, Station Road, Yaxham NR19 1RD – Removal of existing conservatory and erection of two storey extension to rear – **SUPPORTED**

7.2 To receive and consider any additional information on current applications

3PL/2019/1346/D – 25 new homes – Land north of Norwich Road – Cllr Martin and Cllr Oechsle met with Planning Officers to raise concerns over drainage issues, the proposal of atypical flats included in the development, and proposed communal carparking. Planning authority to contact LFA (Lead Flood Authority) and respond to these matters raised asap.

3PL/2019/1430/F -Yaxham Waters, Middle Field, 28 New Lodges – Cllr Martin and Cllr Oechsle met with Planning Officers to raise concerns over density and lack of recreational facilities. Discussions regarding piecemeal applications also took place. A site meeting between the owners, Planning Authority and District Cllr Martin is scheduled for next month.

3PL/2019/1511/F – Spring Lane Farm, Spring Lane, Yaxham, NR19 1SA - **Withdrawn**

7.3 To receive and consider results of planning applications

3PL/2019/1448/HOU – Sunnyholme, Paper Street, Yaxham, NR19 1RY – **Permission Granted**

3PL/2010/1362/F – 255 Homes, Dumpling Green, Hopkins Homes – **Refused** – The Chairman thanked all who attended the recent Planning Meeting to object, particularly Chris Couves who spoke for the Council and Bob Gust who spoke for NP4Yaxham Working Group.

7.4 To consider any planning applications yet to be decided - Nothing outstanding

8.0 VE/VJ Celebrations

8.1 To consider proposals for Commemorations form the Community Café VE/VJ Project team

The Chairman summarised salient points of the draft grant application previously circulated, detailing proposals to seek £500 from Breckland with Parish Council match-funding from earmarked reserves. The Chairman **PROPOSED** that members should **APPROVE** this proposal for submission by 31.01.2020. Unanimously **AGREED**.

8.2 To set up a Parish Council VE/VJ Project Team

The Chairman **PROPOSED** that a Parish Council Committee be formed to work in liaison with the Community Café Project Team. This was unanimously **AGREED**. Cllrs Couves, Cheetham, Gust and Whadcoat to form Committee, supported by the Clerk. Publicising of the project to be included in the forthcoming Community magazine.

9.0 Finance

9.1 To consider purchase of unsold village calendars for distribution to identified parishioners

The Chairman **PROPOSED** that the Parish Council consider purchasing the 16 unsold calendars at cost-price of £94.72 from the YVAA to distribute to selected elderly parishioners. After discussion this was **AGREED**, 3 in favour, 1 against. Cllr Gust abstained as a YVAA Trustee.

9.2 To receive an update and consider further action for purchase of village gateways through the Parish Partnership Scheme 2019/20

The Chairman explained that resolution on this would be imminent, but confirmation was still outstanding. It was **AGREED** to defer this matter to the next meeting.

9.3 To consider and approve the following payments:

The following payments were **AGREED**:

	To Pay	Invoice Date	Detail (available for viewing)	£ Total	VAT	Ex VAT	Cheque
i.	Clerk	23.01.2020	January Salary & Expenses	£333.90	£0.92	£ 12.98	101200
ii.	YVAA	14.01.2020	Purchase of calendars	£94.72	£0.00	£94.72	101201

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

The Chairman thanked Cllr Whadcoat for his review; it was **NOTED** that the one slight anomaly in the Cash Book was the inclusion of an estimate for an anticipated invoice from Harlequin Printing which had not been amended to detail the actual amount. The Chairman circulated

copies of the revised Cash Book to Members. Subject to this amendment, the FMO **AGREED** the accounts and his Report was **NOTED**.

9.5 To receive and consider the latest Bank Reconciliation

Circulated prior to the meeting (See Reports' Pack), the Chairman summarised the Bank Reconciliation (Net balance at date of compilation £18,812.94) and Budget V Actuals to 31.12.19, explaining significant variances. Both Reports were **NOTED**.

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

It was **AGREED** that Cllr Oechlse and the Clerk should attend Broadland Training on Advanced Microsoft Word on 23rd March 2020 in the absence of more competitive quotes from alternative providers. The cost will be £77 per delegate. It was **AGREED** that the Clerk to book Cllr Martin and Whadcoat on the next NALC training on Charitable Trusts.

10.0 Highways

10.1 To note any Highways matters needing attention

Potholes – Clerk to report potholes along Norwich Road and at Clint Green.

Bridge – Cllr Lowings expressed concerns over whether repairs to the bridge over the River Tud were sustaining. It was **NOTED** that there was no incident report with Norfolk Police despite there being tape placed on the bridge after the alleged collision. It was **AGREED** that the Council would raise this with NCC Bridges Team should the condition worsen.

30mph Sign – Station House, Station Road – damage to sign. Cllr Lowing to email picture to Clerk for reporting to NCC

40mph flashing sign missing from Watering Farm corner – Contact to be made with Dereham Town Council regarding this.

Well Hill Bus Shelter– Cllr Martin explained the options for a replacement bus shelter at Well Hill would be to replace with a similar version to that supplied by Westcotec at the Dereham and Norwich Road sites, or to replace with a wooden design such as that available from Cabin's Unlimited, Dereham. Considering the £2600 already received as an insurance payment, the balance will be met by the parish Partnership Scheme. It was **AGREED** that whichever style was chosen it should ideally provide a facility for village notices.

Road Signs Survey – In progress – Cllr Martin to update at next meeting.

New Dereham Road Sign by Finger Post – Clerk to request new signage from Breckland Council
Norwich Road Sign – Cllr Lowings reported that the sign was now missing. Upon confirmation, Clerk to request replacement from Breckland Council.

11.0 Village Heritage Leaflet Review

11.1 To consider draft leaflet and Walking Map and agree amendments and funding routes

It was **AGREED** that Cllr Couves and Whadcoat would liaise with Cllr Oechsle upon her return and report any required edits at the next meeting.

12.0 Village Litter Pick

12.1 To agree at date for a Village Litter Pick 2020 – Saturday 22nd February 2020 – 10am -12pm

It was also **AGREED** that the Clerk should write to MacDonald's to draw attention to copious amounts of takeaway packaging regularly found at Pinns Corner.

Cllrs considered the adequacy of the bin at Pinns Corner and whether the proposal should be made to purchase a vandal-proof bin. Clerk to contact Steve Hitchman to seek advice in the first instance. Cllr Martin reminded the meeting that any fly-tipping could be reported to Serco via the Breckland website, with a guaranteed response time of 4 hours.

12.2 To agree arrangements for collection and return of equipment – Clerk to book equipment and update Cllrs on collection/return requirements

13.0 Councillors' Reports and Appointments

SAM2 Data – Cllr Couves reported indicative positive results in speed reduction at both sites. The provision of a Neighbourhood Speed-watch survey was discussed. It was **AGREED** that in a forthcoming edition of the Village Newsletter, an appeal for volunteers would be included. Inclusion of some raw data available from the SAM2 sign would also be published.

Cllr Gust asked that the Council consider a using the 30mph pole post at the top of Spring Lane to mount the SAM2 sign. The Chairman said that a new pole was part of the Parish Partnership grant bid. The Chairman suggested using the 30mph pole to the west of Paper Street.

NW Link/A47 Dualing - Highways England are meeting with Parish Representatives and NCC Highways imminently. Cllr Whadcoat and Cllr Martin to liaise to prepare a draft submission to Highways England

SNAP – Cllr Lowings attended the meeting on 18th December 2019 and reported that Speed Cameras would only be deployed to villages with a Speedwatch group.

Primary School – Awaiting response on safety barrier, need to follow-up re parking banners, the March Parish Council meeting to be held at the school on 23rd March 2020.

Footpaths – Cllr Couves has completed a survey of required remedial works in the Parish – this will be forwarded to Fiona Pratt next week for action.

YVAA – Report already given at Charity meeting earlier in the evening.

14.0 Policies

14.1 To consider and agreed the Grant Award Policy and any amendments

The Policy was **AGREED** unanimously for re-adoption and will be subject to review again in January 2021

14.2 To consider and agree the Equality and Diversity Policy and any amendments

Amendments were **NOTED** and **AGREED** by Members. The Policy will be merged with the Disciplinary and Grievance Policy (See Item 14.4) as per NALC recommendation. Subject to this revision, the policy was **AGREED** unanimously for adoption and will be subject to review again in January 2021.

14.3 To consider and agree the Dispensation Form (Used with Standing Orders) and any amendments

The Dispensation for was **AGREED** unanimously for re-adoption and will be subject to review again in January 2021

14.4 To consider and agree the Disciplinary and Grievance Policy and any amendments

Amendments were **NOTED** and **AGREED** by Members. The Policy will be merged with the Equality and Diversity Policy (See Item 14.2) as per NALC recommendation. Subject to this revision, the policy was **AGREED** unanimously for adoption and will be subject to review again in January 2021.

14.5 To consider and agree the proposed Safeguarding Policy

This new Policy was **AGREED** unanimously and adopted, subject to review in January 2021.

15.0 Correspondence (Previously circulated via email)

Breckland Council Agendas and Minutes, NALC Newsletters, Police Newsletters, RSN Newsletters, CAN Newsletters and Planning Enforcement – **NOTED**.

16.0 Urgent Business

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

Nothing reported

17.0 To note items for the next meeting Agenda

Village Literature Review, Yaxham Road & Traffic Signs Audit

18.0 Dates for future meetings

18.1 To move the April Parish Charity and Council Meetings from 23rd to 30th April 2020

AGREED

18.2 The next meeting of the Parish Council will take place at 7.00pm on Thursday 27th February in the David Myhill Room, Yaxham Village Hall.

There being no other business, the Meeting closed at 9.22pm.