



**MINUTES OF THE MEETING OF THE PARISH COUNCIL  
HELD IN THE DAVID MYHILL ROOM, YAXHAM VILLAGE HALL  
At 7.00pm on Thursday 27<sup>th</sup> February 2020**

**Present:** Cllrs Martin (Chairman), Oechsle (Vice Chairman), Cheetham, Lowings, 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 all to the Meeting. To confirm, Parish Council Meetings are meetings held in public but not public meetings; anyone in the Public Gallery wishing to make further comments outside of Agenda Item 4.0, should indicate by raising a hand and participation will be at the Chairman's discretion. A reminder that Cllrs taking part in discussions should address their comments through the Chair.

**2.0 Apologies** – Apology received and **ACCEPTED** from Cllr Couves who is unwell.

**3.0 Declarations of Interest** Cllr Whadcoat - Item 7.1, Cllr Cheetham – Item 7.1 and Cllr Martin – Item 8.4(ii). All **NOTED**.

**4.0 Public Session**

**Parking, Well Hill** – Ongoing inconsiderate and potentially dangerous parking at school drop off and finish times was reported. Photographic evidence to be forwarded to the Clerk where possible. To be re-examined at the next PC and the School Governing body meeting.

**Parking Issues at the School Site for Parish Council Meeting** – The Chairman confirmed that the change of venue was an experimental one and that off-road parking for the public would be requested on the playground.

**The Old Post Office** – Confirmation of sale of this site to Mr Hay of Yaxham Waters was made. To be discussed under Item 7.

**Parish Council Minutes and Agenda** – A member of the public asked about agenda notices for this meeting which the Chairman dealt with.

**SAM2** – It was **NOTED** that siting the SAM2 nearer the school could be beneficial. The Chairman confirmed a replacement for the removed pole is part of the Parish Partnership bid.

**Hedge cutting** – reported overgrowth on the field and along Mill Lane was discussed. The Chairman confirmed that the playing field hedge matter would be raised with the Football Club and that the fallen hedge trimmings had been removed. A letter to be drafted to Lanpro/ Glavenhill with regard overgrown hedging along Mill Lane.

**War Memorial** – Still awaiting a response from Rev Mark McCaghrey regarding a site visit to agree the required works and whether a “faculty” would be needed from the Diocese.

**30mph Signage** – Well Hill and Station Road – these have been reported to Highways and inspections are awaited.

**Parking – bottom of Church Lane** – **NOTED**. Chairman to call at adjacent homes to discuss.

**Church Lane – Potholes** – Clerk to report to NCC.

**Ditches – Rear of St Peter's Close** – Ongoing issues with flooding and issues with residents' toilets not working when water table is high - to be reported at next site meeting between the Parish Council, Anglian Water and Flagship.

**Fallen Oak Tree** – Glavenhill property.

**5.0 Reports from County and District Councillors** – District Cllr Martin delivered his report. Please see Reports' Pack (available on the Parish Council Website.) In addition, Cllr Martin confirmed that the planning Application **3PL/2020/0139/O** would be considered at Planning Committee

in April. He also confirmed that the precept raise was representative of £96 in Breckland or £4.94 per year on a Band D property in Yaxham. The District Cllr's Report was **NOTED**. Cllr Connolly delivered his County Cllr's report to the meeting. His report included his intention to address ongoing concerns with litter and fly tipping at County level and confirmed he had been participant across the district at several village litter picks. He is hoping to continue to do so by engaging with the campaign "Love Norfolk, Hate Litter". He also confirmed that the Boundary Commission had extended the consultation period to 26<sup>th</sup> March, regarding a more equal distribution of residents within the 84 County Council divisions. Outcomes will be known by late Autumn. The County Cllr's Report was **NOTED**.

## 6.0 Minutes of the Previous Meeting

### 6.1 To approve the Minutes of the Parish Council Meeting held on 23<sup>rd</sup> January 2020

The Minutes of the previous meeting were read for accuracy. The Chairman **PROPOSED** that the Minutes be accepted as a true and accurate record of events. All **AGREED**. The Minutes were signed by the Chairman.

### 6.2 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 Bridge over the Tud River – This has been reported to Highways.

**Litter Pick** – 22<sup>nd</sup> February 2020 – This was a great success – thanks to Cllr Whadcoat and Gust for collecting/returning equipment. Three separate issues of fly-tipping were spotted and reported plus an incidence of foul drainage. Eighteen residents participated on the day and two more dates are planned - **18<sup>th</sup> April** start at 3pm and to finish with a Guide Dog's Afternoon tea celebration at the Village Hall; **25<sup>th</sup> July**, to start at 3pm and to coincide with 'Norfolk Day', finishing with a barbecue at the Village Hall. Acquisition of two banners, publicising Litter Picks will be for the next meeting.

## 7.0 Planning Matters

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

*Cllr Whadcoat left the meeting.* **3PL/2020/0095/HOU** – Mukinge, Well Hill, Yaxham - removal of existing garden workshop and erection of replacement garden workshop. The Chairman **PROPOSED "NO OBJECTION"** which was **AGREED**, with 3 in favour, 1 against.

*Cllr Whadcoat returned to the meeting.*

*Cllr Cheetham left the meeting.*

**3PL/2020/0139/O** – Land to the west of Spring Lane, Yaxham – Outline planning application of one self-build dwelling. Cllrs discussed the re-submission of this application and the context of its interpretation alongside the Local Plan. The Chairman **PROPOSED** that the Council **SUPPORT** this application, with the proviso that the Council's comments in relation to its preceding submission, still apply. **AGREED** unanimously.

*Cllr Cheetham returned to the meeting.*

### 7.2 To receive and consider any additional information on current applications:

**3PL/2019/1430/F** -Yaxham Waters, Middle Field, 28 New Lodges - Ongoing discussion between and Applicant and the Case Officer regarding reducing the number of lodges. It was noted that drainage surveys and other matters were still outstanding.

**3PL/2019/1346/D** – 25 new homes – Land north of Norwich Road – Continuing discussions over potential flood risks and groundwater contamination. Further issues have occurred in the ditch and pond since the last meeting. It was also noted that there was still no provision for play space on the development. NP4Yaxham have registered their comments. It was unanimously **AGREED** that considering negligible progress, a further meeting should be called. **The Old Post Office, Norwich Road, Yaxham** – It was confirmed that this site has now been purchased by Mr Hays. Various proposals for potential uses of the site were discussed. It was **AGREED** to defer any further debate until any applications are submitted.

### 7.3 To receive and consider results of planning applications                      None

#### 7.4 To consider any planning applications yet to be decided

**3PL/2020/0203/F** – Red House Farm, Brakefield Green, Yaxham – Conversion and extension of workshop/agricultural store to single dwelling. Received today. Clerk to apply for consultation extension for 27<sup>th</sup> March so that it can be considered at the next meeting.

#### 7.5 Update on the Local Plan and NP4 Yaxham – A Breckland Working Group has been established at Breckland undertake the review of the new Local Plan, as required by the Examiner. Cllr Martin is a member and Cllr Claussen chairs this as Cabinet Member for Planning.

The Chairman confirmed that Breckland had agreed a total of 313 dwellings within the settlement. Hou4 policy specifies an increase of 5% as a cap on further new development in villages with boundaries. Based on 313 this is an increase of 16 more homes and is already exceeded by current planning permissions and completions of 36 new dwellings.

### 8.0 Finance

#### 8.1 To receive an update and consider further action for purchase of Village Gateways through the Parish Partnership Scheme 2019/20

The Chairman summarised the key points of the acquisition of three Gateways via the Parish Partnership Scheme. The Council has already made a £2,000 contribution, as agreed. Whilst there is an increase in the costs, these have been covered by funds from Cllr Ed Connolly and matched by Highways, so no further funds are required. The Chairman **PROPOSED** that the Council instructs Highways to proceed. 3 Members voted **AGAINST** and 3 Members **FOR**. The Chairman placed his casting vote in support. It was therefore **AGREED** to instruct Highways to proceed with purchase and installation.

#### 8.2 To note the cancellation of lost cheque in respect of December 2019 advertisement in Yaxham Community News and note issue of replacement cheque - Original cheque lost in the post. A replacement has been issued. Should the original cheque materialise, YVAA to return to Clerk. **NOTED**.

#### 8.3 To consider the Election May 2019 Fees Invoice from Breckland for £1,183.12 rather than the earlier estimate of £803

The Chairman explained that the invoice represented an almost 50% increase on earlier estimates provided by Breckland. The Vice-Chairman proposed that, given the forecast was inadequate and late arrival of the invoice meant budgetary adjustments were impossible, that the Clerk write to Electoral Services to pay the initial estimate of £803 with the balance of £380.12 to be paid at the beginning of the new financial year. **AGREED** unanimously.

#### 8.4 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	Salary & Expenses	£402.16	£3.28	£ 12.98	101205
ii.	Susan Martin		Domain hosting of NP4Yaxham Website by Weebly/Squareup	£129.00	£0.00	£129.00	101203
iii.	Breckland Council Electoral Services	29.01.2020	Fees for Contested Election May 2019	£803.00	£0.00	£803.00	101206
iv.	NALC	28.01.2020	Clerk's Manual	£ 24.95	£ 0.00	£ 24.95	101207
v.	Westcotec	13.02.20	Tamtorque Clips	£16.80	£ 2.80	£ 14.00	101208

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

HMRC	VAT Refund	£2,445.86
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#### 8.6 To consider and approve any councillor/clerk training & relevant external conferences

Cllrs Whadcoat and Martin are booked to attend 'Charitable Trusts' training in March.

**Other Finance Matters (for information)** – Parish Partnership Applications are being considered at the next Cabinet Meeting of NCC.

### 9.0 Highways

#### 9.1 To note any Highways matters needing attention

**Parking at the Primary School** – This to be raised again, along with other matters, at the next meeting with Governors. Cllr Gust to contact school to confirm date.

**40mph flashing sign** missing from Watering Farm Corner – The Chairman has spoken to Tony Needham at DTC who is looking into the matter.

## 10.0 Village Heritage Leaflet Review

**10.1 To consider re-draft of Yaxham Leaflet & Walking Map and agree amendments and funding**  
Draft circulated to Cllrs prior to the meeting. Clerk has confirmed permission to use Parish Online map for the leaflet to identify PROWs. Cllrs to consider including a picture of the War Memorial on the final draft. It was **AGREED** that the Clerk should approach Harlequin and Everett's Printers in Dereham to find costings for printing 400 copies. Potential of advertising to support production costs also to be considered by Cllrs Whadcoat, Oechsle and Couves ahead of presenting a final proposal at the next meeting.

## 11.0 Parish Meeting 28<sup>th</sup> May 2020

**11.1 To consider forward planning and any proposals for the next Annual Meeting of the Parish**  
It was **AGREED** to hold the Annual Meeting of the Parish immediately before the Annual Parish Council meeting on 28<sup>th</sup> May 2020 at 6.30pm. Clerk to contact village organisations ahead of this date and invite them to present.

## 12.0 Pinns Corner

**12.1 To consider proposals and agree a strategy for counteractive measures for anti-social behaviour and fly-tipping issues at Pinns Corner**

It was **AGREED** that any photographic evidence of littering and/or anti-social behaviour be reported to the Clerk in order that an incident diary can be collated for passing to Steve James of the Anti-Social Behaviour Group at Breckland. Alternatively, report incidents via 111 if police-related or SERCO for incidences of fly-tipping. As the land is Highways-owned it was agreed to ask Cllr Connolly to raise this with John Cotton. The acquisition of signs for 'dummy' CCTV was also discussed; Clerk to establish costs ahead of next meeting.

## 13.0 Councillors' Reports and Appointments

**SAM2 Data** – Cllr Gust presented the following summary:

**Total Number of Vehicles travelling from Clint Green to Dereham** = 65,763.

**Recorded Speeds:**

Speed mph	30 – 35	42 – 48	52 – 58	60 +
No of Vehicles	30,500	448	74	14

*NB Vehicles travelling under 30mph do not register on the device.*

Results to be reproduced in the Next Parish Newsletter and Community News

**Shared SAM2** – returned to Garvestone on 14.02.20

**NW Link/A47 Dualling** - Highways England are currently organising public consultation events and the next meeting will be at East Tuddenham on Monday 2<sup>nd</sup> March. Cllr Whadcoat to attend. The planned letter to Highways England is on hold until after the public consultation.

**9.02pm** - The Chairman **PROPOSED** a motion to extend the meeting time beyond the 2-hour designated length – All **AGREED**. The meeting continued.

**SNAP** – The Chairman requested that any Members or parishioners attending the next SNAP meeting, bring up any relevant matters regarding littering and road-safety.

**Primary School** – The Wig Wag sign has been reported to Highways and is scheduled for repair. All other matters are still pending a response from the school.

**Footpaths** – Due to illness, Cllr Couves is unable to attend the Parish Paths Seminar; Cllr Whadcoat to attend in his place.

Reports of hedge cuttings left by Norse contractors along the path adjacent to the school, will be brought to the attention of the school at the next meeting.

**14.0 Policies**

**14.1** To consider and agree the Community Engagement Policy and any amendments.  
The Policy was **AGREED** unanimously for re-adoption and will be subject to review again in February 2021

**14.2 To consider and agree the Complaints Policy and any amendments**

Subject to amendment of the date on 3(b), the policy was **AGREED** unanimously for re-adoption and will be subject to review again in February 2021.

**14.3 To consider and agree the Financial Regulations and any amendments**

Amendments were **NOTED** and **AGREED** by Members. The Financial Regulations were **AGREED** unanimously for re-adoption and will be subject to review again in February 2021

**14.4 To consider and agree the Standing Orders and any amendments**

Additions were **NOTED** and **AGREED** by Members. The Standing Orders were **AGREED** unanimously for adoption and will be subject to review again in February 2021.

The Chairman requested that in future, any queries regarding approval of policies should be emailed ahead of time to the clerk or referenced specifically at the meeting.

A point arose in discussion that the Standing Orders referred to the Council's policy in respect of dealing with the press and/or other media Press and Media. It was **AGREED** that the Clerk would bring a draft of such a policy to the Parish Council for its consideration.

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

Breckland Council Agendas and Minutes, NALC Newsletters, Police Newsletters, RSN Newsletters and CAN Newsletters, Bus Consultation email - **NOTED**.

**16.0 Village Road and Signs Audit**

**16.1** All matters in hand and under the remit of designated Cllrs' areas.

**17.0 Urgent Business**

**17.1 Bus Consultation** – Konect 4 is largely unchanged but will no longer be stopping at Easton or UEA. Consultation deadline is 10.03.20.

West Norfolk No 17 – Remains unchanged.

It was **AGREED** no response to be made.

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

Village Literature Review; Banners for litter picks.

**19.0 Date of Next Meeting**

**19.1 Next meeting to take place on 26<sup>th</sup> March 2020 at the Primary School site – 7.00pm. Please note that a Staffing Committee Meeting will take place immediately before the meeting at 6.15pm.**

There being no other business, the Meeting closed at 9.38pm.