



MINUTES OF THE MEETING OF THE PARISH COUNCIL
Held remotely over Zoom at 3.15pm on Thursday 25th June 2020

Present: Cllrs Martin (Chairman), Oechsle (Vice-Chairman), Cheetham, Couves, Whadcoat, and Gust. DCllr Claussen, Clerk and 7 members of the public.

1.0 Chairman's Opening Remarks

The Chairman welcomed all to the regular Parish Council meeting via Zoom medium.

**2.0 Apologies for absence – Cllr Lowings – Work Commitments – Apology accepted.
County Cllr Connolly – Prior commitment**

3.0 Declarations of Interest – No disclosures made.

4.0 Public Session

A member of the Public vocalised concerns surrounding appearance of the village planters; the Chairman elucidated the decision passed at the previous meeting, assuring the resident that maintenance of the planters was underway, led by Cllr Cheetham.

A member of the public stated general concerns about the development of the Old Post Office site – this was discussed, and the Chairman confirmed that the Council was in contact with the landowner to ensure any issues were addressed regarding parking and general upkeep of the site. The residents' comments were **NOTED**.

A member of the public also expressed a concern surrounding apparent acquiescence to contentious planning issues – the Chairman reassured the resident that all due diligence was undertaken by the Council in regard to each application received and that further explanation relating to ongoing planning concerns would be covered later in the meeting.

5.0 Reports from District and County Councillors

Councillor Connolly absent – regular updates have been shared with Cllrs.
District Councillor Martin – see Reports' Pack – **NOTED**

7.4 Update on the Local Plan and the Breckland Planning Process
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ITEM MOVED TO ALLOW DCllr CLAUSSEN TO WITHDRAW FOR A FURTHER COMMITMENT
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Cllr Oechsle lead a question and answer session with Cllr Claussen around current protocols in the Planning Process and how they are interpreted in the wider local governmental and public domains. Subjects discussed included consistency in the consideration of applications; Validation Local List - ie planning application is listed on the website but without any documents; the lack of detail on matters conditioned in Outline planning permissions; issues with application of flood risk compliance and of Section 106 provision such as children's' play spaces on developments; how Breckland planners intend to tackle these systemic issues. Cllrs expressed great concern that such issues were not being implemented.

DCllr Claussen agreed to respond to issues raised by the Vice-Chairman on behalf of the Council and the wider community. The Parish Council will produce a briefing note which may help both Cllr Claussen and Cllr Martin to ask further questions of the planners and emphasise potential inconsistencies, and areas of concern

The Chairman thanked Cllr Claussen for his attendance and ongoing support as both Ward Cllr and Executive Member of Planning. Cllr Claussen left the meeting.

6.0 To approve the Minutes of the Previous Meeting

6.1 To approve the Minutes of the meeting held on 28th May 2020

The Minutes were **PROPOSED** by the Chairman as a true and accurate record of events; this was **SECONDED** by Cllr Gust. Unanimously **AGREED**. To be signed by the Chairman at the next opportunity to do so.

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

See Reports' Pack – The Clerk's Report was **NOTED**.

6.3 To consider matters arising from previous Minutes not considered on Agenda - None

7.0 Planning

7.1 To receive and consider new planning applications

3PL/2020/0491/HOU Erection of Home Office, Garden Store and Games room as ancillary annex to existing dwelling – Birkdale House, Druscilla Way, Yaxham dwelling – Cllr Cheetham has undertaken a site visit with the applicants. It was **PROPOSED** that the Council **NOT OBJECT** to this application provided a condition that the new building not to be sold separately from the main dwelling was included, and that there be no rear access to the garden from the neighbouring road. This was unanimously **AGREED**.

7.2 To receive and consider any additional information on current applications

3PL/2015/1490/O – Residential Development of max. 291 dwellings etc – off Shipdham Road, Westfield Lane, Dereham - Permission **GRANTED on 22nd June 2020**

3PL/2019/1430/F – Change of use of Middle field at Yaxham Waters; stationing of 22 holiday Lodges etc; alterations to drainage infrastructures, and associated enforcement Cllr Martin confirmed that identified enforcement issues had been arbitrated satisfactorily. Further applications to vary the number of lodges was imminent and would be ready for comment and response by the next meeting.

It was NOTED that a further application had arrived earlier in the day -

3OB/2020/0021/OB PROPOSAL: 3PL/2019/1346/D LOCATION – the Clerk has requested an extension for comment and will be listed on the next Agenda on 23rd July 2020.

7.3 To receive and consider results of planning applications

3PL/202/0203/F – Conversion and Extension of workshop/store to single dwelling – Red House Farm, Brakefield Green, Yaxham – Permission **GRANTED**

7.4 Update on Local Plan and Breckland Planning Process

Already dealt with above.

8.0 Finance

8.1 To agree the following items for payment

	To Pay	Detail	Invoices available for viewing	£ Total	VAT	Ex VAT	Cheque No
i.	Clerk	Salary & Expenses for May/June		£439.01	£ 2.40	£436.61	101228
		HMRC		£ 14.40			101229
ii.	YCCS	Yaxham Cares Mileage Costs		£ 30.00	£ 0.00	£ 30.00	101230
iii.	NALC	Word Document Accessibility Training Course		£ 24.00	£ 4.00	£ 20.00	101231
iv.	Came and Co Insurance	Printing of 3 rd Leaflet for VE/VJ & Yaxham Cares Initiative		£429.76	£ 0.00	£429.76	101232

The schedule of payments was **AGREED** unanimously.

8.2 To note any receipts since the last meeting – Nothing to NOTE

8.3 To receive and consider the Internal Auditor's Report & Recommendations

Circulated to Cllrs before the meeting, it was unanimously **AGREED** to **NOTE** the Internal Auditors Report and the subsequent email exchanges.

8.4 To complete and agree the Annual Governance & Accountability Return (AGAR)

The Chairman confirmed that the AGAR had been completed in readiness for the deadline and reaffirmed the Council's status as subject to Limited Assurance Review. Copies of the Report were circulated prior to the meeting for information. Page 4 of

the AGAR form – Annual Governance Statement for 2019/20 – was read aloud by the Clerk and Cllrs unanimously **AGREED** all statements. The Chairman **PROPOSED** the AGAR return be accepted in its current form and that the statutory notices be published notifying access to accounting records for the period between 29th June and 7th August inclusive – this was **SECONDED** by Cllr Couves. Unanimously **AGREED**. The AGAR will be signed by the Chairman and the Clerk as appropriate outside of the virtual meeting and sent to the External Auditor.

8.5 To appoint the Internal Auditor for the financial year 2020/21

It was unanimously **AGREED** that Mr Bergin be engaged for next year's Audit.

8.6 To consider the Yaxham Cares and VE/VJ Projects expenditure against budgets

Remaining balance of Community Response Grant - £359.93. See Reports' Pack - Report **NOTED**. Discussion to **CONSIDER** extending the role of *Yaxham Cares* beyond the COVID-19 crisis in the format of a Good Neighbour Scheme took place. Cllr Martin to research options and matter to be listed for formal discussion on the next Agenda.

8.7 To consider VE/VJ Project expenditure against budgets and the proposal for a commemorative VE/VJ Planter and Time capsule

The Chairman confirmed that £383.30 remained of the VE/VJ Breckland Grant. Cllr Cheetham reported to the meeting that in the absence of a physical memorial to mark both VE and VJ Days, he would ask Cllrs to consider his **PROPOSAL** to begin developing the village planters with the auspice of dedicating one display to the memory of the two key Victory celebratory dates. He also **PROPOSED** preparation of a time capsule. These motions were unanimously **AGREED** subject to a further report on the Time capsule project. Cllr Cheetham to progress.

The Chairman **PROPOSED** a motion to extend the meeting beyond the designated 2-hour limit. This was **SECONDED** by Cllr Cheetham; all **AGREED**.

8.8 To consider pro-rata sharing of Clerking Costs with Yaxham Parish Charity

The Chairman confirmed that recently demands on the Clerk's time in attending to Parish Charity matters had increased in line with the augmented activity of the Charity. The Chairman **PROPOSED** that the Parish Charity recompense the Parish Council for one hours work per week to alleviate undue expense on the Precept. This was **SECONDED** by Cllr Oechsle. Unanimously **AGREED**. Clerk to consult with NALC to assess the most expeditious route to undertake this transaction.

8.9 To consider and agree any potential training for the Clerk or Councillors

Cllr Martin to attend Charitable Trusts Training – previously agreed but session postponed

9.0 Highways Matters

9.1 To consider any current Highways issues

Nothing new to **NOTE**. All issues currently in hand.

10.0 Councillors' Reports

10.1 Maintenance of the Village Planters - Already covered under Item 8.7.

10.2 Yaxham Waters Enforcement Matters – Already discussed in Item 7.2

10.3 SAM2 Data

Cllr Couves confirmed that easing of lock-down restrictions had inevitably increased traffic flow; he reported that there was one extreme instance of a car travelling at 70mph, however most results indicate general compliance with speed limits. Cllr Gust confirmed that he would re-site the SAM2's shortly.

11.0 Policy Review

11.1 To consider and agree the Recruitment Policy and any amendments

This was **AGREED** unanimously for re-adoption and is due for review in June 2021

11.2 To consider and agree the Lone Working Policy and any amendments

- This was **AGREED** unanimously for re-adoption and is due for review in June 2021
- 11.3 To consider and agree the FOI Publication Scheme and any amendments**
This was **AGREED** unanimously for re-adoption and is due for review in June 2021
- 11.4 To consider and agree the FOI Request Form and any amendments**
This was **AGREED** unanimously for re-adoption and is due for review in June 2021
- 11.5 To consider and agree adoption of Parish Council Grant Policy**
This was **AGREED** unanimously for adoption and is due for review in June 2021
- 12.0 Urgent Business**
Footpath 2 between Norwich Road and Cutthroat Lane adj. Primary School – Reports of this path being overgrown have been received. Under the terms of the grass cutting contract, this area is cut twice yearly. One cut has been made in April to date. Cllr Martin **PROPOSED** a further two cuts for this path at a cost of £35 per cut – this was unanimously **AGREED**. Clerk to contact the Contractor to discuss additional cuts.
- 13.0 To note items for the new meeting Agenda**
Time Capsule Project
Yaxham Cares assignment into a Neighbour Scheme
- 15.0 To confirm the time and date of the next meeting of the Parish Council**
15.1 Thursday 23rd July 2020 at 7.15pm via Zoom meeting platform.

The meeting closed at 5.47pm with no further matters arising.