



**MINUTES OF THE MEETING OF THE PARISH COUNCIL held remotely over Zoom at 7.00pm on Thursday 24<sup>th</sup> September 2020**

**Present:** Cllrs Ian Martin (IM) (Chairman), Maggie Oechsle (MO) (Vice-Chairman), Anthony Cheetham (AC), Chris Couves (CC), Bob Gust (BG) and Richard Whadcoat (RW)

**In attendance:** CC Connolly, Clerks and 6 members of the public.

**1. Chairman's Opening Remarks**

The Chairman welcomed everyone to the meeting. He reminded Councillors that it is Vicky Turner's last meeting as Clerk and introduced Heidi Frary as her replacement. He reminded the public of the new Zoom protocol which is available via the website.

**2. Apologies for absence -**  
None

**3. Declarations of Interest**  
No disclosures made.

**4. Public Session**

A member of the Public wished to ask if the village entry gate at Clint Green is complete as it appears to be hidden behind the village sign. To be covered later in the meeting.

**5. Reports from District and County Councillors**

CC Connolly explained that that the current ward divisions will be used for the forthcoming elections as the consultation to revise boundaries has postponed due to Covid-19. Thanks were recorded for the financial support from his Highways Members Fund towards the village entry gates.  
DC Martin – key issues at BDC: Responding to the Central Government Planning Consultations, addressing the Banham Poultry Covid-19 outbreak which is now under control. The District and County infection rate is now below the national average. Breckland Chief Executive has stepped down from the end of September. She will be remaining as Head of Paid Services until the end of October to enable the recruitment of her successor.

**6. To approve the Minutes of the Previous Meeting**

6.1 The minutes from the meeting held on 23<sup>rd</sup> July 2020 were agreed as a true record. Proposed: IM and seconded: MO.

The minutes of the extraordinary meeting held on 6<sup>th</sup> August 2020 were agreed as a true record. Proposed: IM, seconded: MO.

6.2 To receive the Clerk's Report on matters arising since the last meeting  
The Clerk's Report was NOTED.

6.3 To consider matters arising from previous Minutes not considered on Agenda  
Speedwatch to be added to the next agenda **Clerk to action**

**7. Planning**

7.1 To receive and consider new planning applications

**3PL/2020/0916/VAR** – Variation of Condition 2 & 3 on 3PL/2020/0203/F – to change materials for windows and doors from timber to UPVC, cladding to front, and sides to remain rendered, minor amendments to windows and doors to fit internal design more aesthetically – Red House Farm, Brakefield Green, Yaxham. There was discussion and it was agreed that the Council had no objection to this application. Proposed: IM, seconded: MO **Clerk to respond**

**3PL/2020/0997/HOU** - Proposed two storey extension with attached garage to side of property – Rose Bank, Norwich Road, Yaxham. There was discussion and it noted that whilst there is no objection to the application, the boundary is very close to the neighbouring property which needs to be considered if the application is approved. Proposed: IM, seconded: CC. **Clerk to respond**

7.2 To receive and consider any additional information on current applications

**3OB/2020/0021/OB** Land North of Norwich Road Yaxham, Affordable Housing Provision. Changes from 40% to 25% to secure development planning permission 3PL/2019/1346/D. **APPROVED** by Breckland Council

7.3 To receive and consider results of planning applications

**3PL/2020/0723/HOU** – Erection of front porch - 3 Andrews Way, Yaxham – **APPROVED**

**3PL/2020/0720/LU** – Single storey building for use as a garden room & office - 2 Dereham Road Yaxham – Certificate of Lawfulness – **AGREED**

**3PL/2020/0793/O** – Demolition of Old Post Office and erection of four dwellings and access and associated works – **REFUSED**

7.4 To note the submissions for **APP/F2605/W20/3246826** – Elm Close Appeal

Responses from residents, the NP4Yaxham Working Group and the Parish Council have been submitted. There is no update available at the current time.

7.5 To consider and agree consultation responses to ‘Changes to the Planning System’ – submission due by 1<sup>st</sup> October 2020 and Planning for the Future’ – submission due by 29<sup>th</sup> October 2020

IM circulated a briefing paper before the meeting and reminded Councillors that central Government have created an algorithm which will alter the expectation of housing allocations in the Country. For Breckland this will have a significant increase in the allocation of housing and a reduction in affordable housing under S106 agreements. This is being objected to by Breckland Council, George Freeman MP and CC Connolly.

There was lengthy discussion and it was AGREED that all Councillors object to both proposals. IM and MO will draft a response to the ‘Changes to the current planning system’, circulate for agreement and submit before the relevant deadline. IM and MO will also draft a response to the ‘White Paper’ for agreement at the next Parish Council meeting. Proposed: IM, seconded: RW **IM and MO to action**

7.6 To review and consider a decision to update/refresh the existing Neighbourhood Plan

IM explained that whilst there is no obligation to review the document it is wise to review the plan in light with changes to national and local planning legislation to ensure it remains current. There was discussion and it was agreed that the document is a valuable asset to the community and should be reviewed when the outcome of the planning consultations are known. **Clerk to add to the January agenda for consideration.**

7.7 To receive report on liaison with Rocklands PC with regards collaborative approaches to Planning and Flooding issues

Carried forwards

## 8. Grant Projects

8.1 To receive and consider report on the VE/VJ Events and total spend v budget

There was a very successful virtual VE day celebration and surplus funds were transferred to the VJ celebration. The VJ event included a football match, public bar, stalls and music. There were approximately 150 people in attendance, all recorded in accordance with 'Track and Trace' regulations.

#### 8.2 To receive and consider report on transition of 'Yaxham Cares' to a Neighbourhood Scheme and current grant spend v budget

Community Action Norfolk (CAN) are supporting 'Yaxham Cares' through their 'Good Neighbour' scheme. Volunteers are being contacted to confirm their availability and CAN are offering free DBS checks for those who are able to commit time to support the scheme. Parish Council Insurance will cover volunteers, however the Working Group will need to be reconstituted due to the change of volunteer base. IM explained that a mobile phone will be purchased for the use of the group, and he will stand as Chair of the Working Party. Any Councillors who wish to be involved are welcome. It was AGREED that 'Yaxham Cares' should proceed and be supported by the Parish Council. Proposed: IM, seconded: RW. **IM to action** Norfolk Community Foundation contacted IM to ask if any residual unspent funds from the COVID fund could be returned. They agreed that the residual funds could be retained to be used as a start up for the 'Yaxham Cares'.

#### 8.3 To receive update on Parish Partnership Grants

- SAM2 Pole – It was agreed that the Clerk and CC Connolly liaise to take this forward. **Clerk to action**
- Village Gateways – IM reported that the cost of the signs was higher than anticipated. Two combined gates and signs, and one gate only were therefore purchased at a cost of £6k, of which the Parish Council funded £2k. IM explained that Highways and he agreed that the smaller sign be sited at the end of Clint Green as the intention is to slow vehicles as they enter the village centre.

BG expressed concern that the most populated area in the parish was not being prioritised and suggested that a bid be submitted for an upgraded village entry gate at Clint Green in the 2020/21 Parish Partnership bid. IM explained that this would not be possible however this could be considered in the 2021/22 round.

PL proposed that the village entry gate on the B1135 Dereham Road, Yaxham be removed with immediate effect as it obstructs drivers line of sight when leaving Yaxham Water. There was lengthy discussion and MO suggested that any complaints should be directed to Highways. **V Turner to draft a response to the resident based upon this discussion.**

- Lining Improvements. Proposals are being drawn up and will be discussed at a future meeting. **Clerk to add to next agenda**
- Well Hill Bus Shelter. IM reminded the meeting of the design options for a shelter. There is currently £4k ring-fenced, and potential options will be discussed at a future meeting in conjunction with Parish Partnership options. **Clerk to add to next agenda.**

#### 8.4 To consider Parish Partnership Bids 2021/22

IM suggested that once the design for the Clint Green bus-shelter is agreed the remaining wooden shelter in Yaxham could be replaced by a similar design and be included in the parish Partnership bid this December, and therefore the item should be deferred to the November meeting.

### 9. **Recreation Field Play Area**

#### 9.1 To receive and consider a report from Cllr Couves, YPC Liaison with YVAA and consider and agree next steps including the option of offering to take full responsibility for the recreation Play Area.

CC reminded Councillors that the Council offered £1k to undertake remedial and investigative works of the current play equipment. They also offered to accept a formal lease to take

responsibility for the equipment, but not the land on which it stands. CC explained that he has not received a formal response from the YVAA.

Meeting closed at 8.50pm to allow a representative of the YVAA to speak.

A representative of the YVAA Committee explained that they have been in touch with the Charities Commission who informed that it may be possible to grant a lease of up to 25 year, however they are awaiting further clarification. It is hoped that the committee are in the position to make a formal response by the October / November Parish Council meeting.

Meeting opened at 9.00pm

It was agreed that IM and CC set out in writing to the YVAA the Council's current offers.

Proposed: IM, seconded: MO. **IM and CC to action**

CC noted that before the Parish Council agree to any responsibility for the equipment the condition should be determined. **Clerk to add to next agenda.**

It was noted that the meeting is now in excess of 2 hours and Standing Orders would be suspended to allow the meeting to continue. Proposed: IM, seconded: MO

## 10. Finance

### 10.1 To agree the following items for payment

To Pay	Detail Invoices available for viewing	£ Total	VAT	Ex VAT	Cheque No
Veronica Turner	August / September expenses – Mileage and reimbursements of Zoom subs	£19.79	£2.40	£17.39	101245
Ian Martin	123 Reg invoice for YPC Domain Name	£19.99	-	£19.99	101246
Susan Martin	Reimbursements of expenses for VE/VJ Celebrations	£95.73	£24.15	£71.58	101247
Yaxham CIC	VE/VJ Reimbursed expenses	£144.00	-	£144.00	101248
Yaxham Community Café	VE/VJ Reimbursed expenses	£130.00	-	£130.00	101249
Chris Couves	Reimbursement of expenses for repair of village noticeboard and purchase of dog fouling signs	£85.25	£14.21	£71.04	101250

The above schedule of payments was AGREED unanimously.

Proposed: IM, seconded: AC

Jeffrey Oatey	Maintenance of planters during the summer	£350.00	-	£350.00	101251
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To be discussed under item 18.3

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

### 10.3 To consider and agree any potential training for the Clerk or Councillors - None

## 11. Highways Matters

11.1 To consider any current Highways issues - Nothing new to NOTE.

- The SAM2 sign will need a new Memorandum of Understanding once the new pole is in place. **CC Connolly and Clerk to liaise**
- Norwich Road / Winburgh junction proposals outstanding – see earlier in meeting
- Location of Yaxham gateway sign potentially blocking the view of traffic exiting Yaxham Waters. **Clerk to ask Highways to inspect**

## 12. New County Division Boundaries

Postponed in the light of CC Connolly's report that the 2021 elections will take place using the current boundaries.

## 13. Councillors' Reports

13.1 Maintenance of the Planters and the VE/VJ Tribute – see item 18.3

13.2 Footpaths – CC has contacted NCC regarding outstanding footpath issues in the parish. He is awaiting responses. BG informed the meeting that a gate has been installed at the junction of Green lane (a restricted bridleway) and Cutthroat Lane however it is very narrow and not easy for horses to use. It was noted that it has been used by tractors which is unlawful and is being investigated by NCC.

13.3 SAM2 Sign – BG reported that the sign has been moved today and the data shared outside the meeting.

13.4 Dog Waste, bonfires and leylandii trees by St Peter's Close – IM reported that there has been a request that then next newsletter includes an article asking residents to be considerate when lighting bonfires in the parish.  
An arboriculturalist has reported that it would be very difficult to reduce the height of the leylandii trees and the only option would be to remove them at an estimate of £2k. There was discussion around the ownership and it was agreed that YVAA should be asked to produce a plan to determine the boundary line and ownership agreed as either YVAA, NCC or Norfolk Diocese. **IM to action**

13.5 Pinns Corner Litter Bin – AC was thanked for arranging the installation of the litter bin. It was noted that it will be emptied weekly by SERCO

13.6 NWL/A47 Update – RW reported that the NWL consultation has closed and he will update when more information is available. A47 documentation is available via NCC.

## 14. Nominations to External Bodies

Yaxham Parish Parochial Charities – IM explained that there are two vacancies for Parish Council representatives on this body. MO and RW agreed to be Trustee representatives for the Town Lands and Fuel Charities. PL explained the basis of the Charity and MO and RW will obtain relevant information from the current Trustees to allow them to fulfil their role. Proposed: IM, seconded: CC and unanimously agreed

## 15. Correspondence received since last meeting

NCC, Breckland and Member of Parliament updates on Covid-19; NALC Newsletters; Police Newsletters; updates regarding NWL LLG; planning consultation emails; email from External Auditors; NCC Highways; Dereham Library; email from Rev McCaghrey; NWL Liaison group updates; email from the owner of the Old Post Office.

It was noted that the Dereham Road nameplate was not installed. This has been reported and will be rectified. **Clerk to add to next agenda**

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[www.yaxham.com/parish-council/](http://www.yaxham.com/parish-council/) [www.yaxham.com/parish-charity/](http://www.yaxham.com/parish-charity/) [www.np4yaxham.com](http://www.np4yaxham.com)

**16. Urgent Business**

None

**17. To note items for the new meeting Agenda**

Items already indicated in the minutes.

Budget 6 monthly review and initial discussion regarding the budget for 2021/22

**18. To consider the passing of a resolution under the Public Bodies (Admission to Meetings) Act 1960 as extended by s.100 of the Local Government Act 1972 that the public and press be excluded from the meeting for item 6 onwards on the grounds that it could involve the likely disclosure of private and confidential information. (Clerk's Role)**

The resolution was agreed. Proposed: IM, seconded: RW

18.1 To receive Clerk's resignation: This was sadly received and accepted. Vicky Turner's last day will be Friday 25<sup>th</sup> September 2020.

18.2 To receive and agree the report and draft minutes of the Staffing Committee Meeting of 3rd September 2020 and confirm terms of new Clerk's appointment

Heidi Fray has been appointed as interim clerk for three months as an experienced Parish Council Clerk. Her salary has been agreed and contract signed by both parties. A staffing meeting will be held in November to discuss the way forward from January 2021. This was proposed: IM, seconded: CC and unanimously agreed.

18.3 To discuss and agree payment for the maintenance of the planters over the summer, as set out in the payment schedule under item 10.1 above.

It was noted that a resident complained that the planters were in need of maintenance during lockdown and a local resident appointed to water and maintain the planters at an agreed hourly rate for 30 minutes at a time. Due to the weather and diligence of the contractor, this was undertaken more regularly than expected. It was agreed that the invoice be paid.

Proposed: IM, seconded: MO and unanimously agreed.

The final invoice for the next meeting to cover September will also be paid. Proposed: MO, seconded: IM

**19. To confirm the time and date of the next meeting of the Parish Council**

19.1 To note the date, and time for next meetings of the Parish Council as:

Thursday 22 October 2020 at 7.15pm preceded by Yaxham Parish Charity.

Thursday 26 November 2020 at 7pm

19.2 To consider and agree, in the light of the latest Covid-19 regulations and the subsequent recommendation of the National Association of Local Councils, the proposal that these meetings are to be distance meetings held over the internet via "Zoom". This was agreed.

Proposed: IM, seconded: MO

The meeting closed at 10pm with no further matters arising.