



**MINUTES OF THE MEETING OF THE PARISH COUNCIL held remotely over Zoom at 6.15pm on Thursday 21<sup>st</sup> January 2021.**

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

**In attendance:** Clerk, CC Connolly and 5 members of the public.

**1. Chairman's Opening Remarks**

The Chairman welcomed everyone to the meeting. He informed the meeting that due to family commitments he would not be able to Chair the whole of the meeting and that MO as Vice-Chairman had kindly agreed to Chair the second part of the meeting from Agenda Item 10.

**2. Apologies for absence – None**

**3. Declarations of Interest - None**

**4. Public Session**

A pothole outside Shiralee, Norwich Road, Clint Green has been reported to Highways but there is no update so far, and will be chased.

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

DC Martin said key points were to be covered on the agenda.

CC Connolly shares reports electronically which are circulated by the clerk.

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

- a) The minutes from 25<sup>th</sup> November and were agreed as a true record with the handwritten amendment of the word 'for' being added to item 4. Proposed: IM and seconded: RW.  
The minutes from the meeting held on 16<sup>th</sup> December 2020. PI raised a point re agenda item 5. was discussed and PL withdrew the point. The minutes were then agreed as a true and accurate record. Proposed: IM and seconded: CC
- b) The notes of the Judicial Review Working Group held on 18.12.20 were accepted as being correct. Proposed: IM and seconded: MO
- c) To receive the Clerk's Report on matters since the last meeting  
The clerk noted that the Highways section has been updated and will be covered later in the meeting.
- d) To consider matters arising from minutes of the previous meetings not considered elsewhere on this Agenda  
It was noted that straw is blowing from haulage vehicles as they travel through the parish. This straw is blocking the drains and adding to the ongoing flooding issues. The Hauliers have been contacted and have not responded to date. CC Connolly reported that this is an issue for many parishes and suggested that the Clerk liaise with Cranworth, Garvestone, Reymerston and Thuxton Parish Councils' Clerks for a joint response. AC suggested that VOSA are also contacted for advice about the legality of the situation. PL reported that he has cleared drains in the

parish and the majority of the debris he removed was straw, and was thanked for this work.

**Clerk to contact the relevant clerks**

In response to concerns from members of the public, IM reported that there has been an eight week delay from NCC Highways in confirming the boundary of the land ownership at Well Hill. Once the boundary has been confirmed there will be further discussion with the local residents to determine any possible location for the shelter. NCC have agreed to carry forward the grant to the next financial year once lockdown is lifted and site meetings can be carried out.

Two members of the public left the meeting

## 7. Planning

### To receive and consider any new planning applications

- a. 3PL/2020/1473/F – Forge House, Station Road. Change of use from Bed and Breakfast (C1) back to residential (C3) with no changes to fabric of building. PL expressed concern over the misleading entries under item 11: Assessment of Flood Risk and item 13: Foul sewage. It was agreed that whilst there is no concern over the application in principal, a comment regarding the application form should be submitted. It was also noted that the initial application for change of use to bed and breakfast is not posted on BDC Planning site. **Clerk and IM to respond**
- b. 3PL/2021/0013/HOU – Wylam, Norwich Road, Clint Green. Single storey rear infill extension. The Parish Council have no objection to this application. Proposed: IM, seconded: BG

### To note any planning decisions

- a. Appeal Decision for Development site, land off Elm Close, Yaxham and NP4Yaxham letter to Breckland re this appeal result. MO reported that the appeal decision had highlighted the absolute necessity for Breckland to give clarity - ie maximum number of dwellings - in Outline Planning Conditions. This matter had been raised with Director of Planning Simon Wood on behalf of NP4Yaxham WG.. IM confirmed that this needs to be brought to the attention of the Breckland Planning Committee. It was suggested that for any future contentious planning applications, the Parish Council should take independent advice. There was discussion surrounding the actions of Capita and the frustration of the lack of challenge to the organisation. It was agreed that IM should arrange meetings with stakeholders to ensure that drainage issues relevant to this development are highlighted and any S106 agreement is to the maximum benefit of the Parish. **IM to action**

### Other Planning Matters

- a. Consideration of an update / refresh of the Neighbourhood Plan. It was agreed that there need be no update imminently.
- b. Government Planning Consultation and White Paper feedback. IM reported that the Government has dropped the “mutant” algorithm that increased Breckland’s building target by 75%. This was a win for the Yaxham and other parishes, Breckland and the 80 MPs who opposed it. Await to see the replacement numbers and the other matters in the Consultation Paper. There is no news about the White Paper.
- c. Response from applicant regarding St Peters Close. This had been circulated to Councillors before the meeting. AC noted that the email focusses on surface water contamination when the issue is ground water and local spring contamination is of significant concern. There was lengthy discussion and it was unanimously agreed that there should be a time extension to allow the issues raised to be fully investigated and resolved. It was agreed that IM and MO should draft a response to submit on behalf of the Council. **IM and MO to action**

## 8. Recreation Field Play Area: to consider the proposed draft agreement and when to put this to the YVAA

CC reported that the Chairman of the YVAA has stood down and another trustee has moved away. The four remaining Trustees are undecided about the best way forward and therefore the play area improvements are on hold. CC has drafted an agreement to be shared with the YVAA in the future once the way forward is clearer. BG noted that a restructure could reduce potential liability in the future. The YVAA asked the Parish Council if the Clerk would consider taking the role of booking clerk and it was agreed that it would not be appropriate, and the clerk also has limited personal capacity to take this forward. IM reminded the meeting that the Parish Council have offered to take the responsibility for the play area. MO agreed that this was a sensible way forward, particularly in light of potential developer funds that could become available. PL stated that he believes that there are concerns over the way the hall was funded at the time of building and this could potentially impact any transfer of responsibilities in the future.

## 9. Finance

### a. To agree the following items for payment

To Pay	Detail Invoices available for viewing	£ Total	VAT	Ex VAT
H Frary	January Wages	370.40	-	370.40
H Frary	Reimbursements December	63.79	-	63.79
H Frary	Zoom subscription	14.39	-	14.39

### b. To note any receipts since the last meeting

	Detail	£ Total	VAT	Ex VAT
	Invoices available for viewing			
Scoulton PC	Donation	4.00	-	4.00
Hardingham PC	Donation	4.00	-	4.00
Cranworth PC	Donation	4.00	-	4.00
Ovington PC	Donation	4.00		4.00
Tenant	Rent	150.00	-	150.00

IM proposed payment of these invoices and the ongoing pooling of resources across those Councils for whom the Clerk also clerks for, subject to the Clerk consulting the Chairman. This was seconded: RW and unanimously agreed.

### c. To discuss and agree the budget and therefore precept for 2021/22

This had been shared at the last meeting and updated following those discussions. IM explained the reasoning of the spreadsheet including , that the Clint Green Bus-Shelter is rolled over to 2021/22, the Yaxham Bus Shelter being delayed until the 2022/23 financial year. The consequent Precept increase set out was 5% or approximately extra £1 per adult on average across the Parish for a whole year or 2p/week. This was proposed by IM, seconded by CC and agreed. **Clerk to submit paperwork.**

PL suggested that the YVAA be asked for a contribution towards the grass cutting costs as they have received grants. **Clerk to add to the next agenda for discussion.**

### d. To consider and agree any potential training for the Clerk or Councillors: None

### e. To receive the quarterly report from the Financial Monitoring Officer: RW reported that he has completed his quarterly review and the accounts are in order. Thanks were recorded for the support that RW gives in this work. Review of Financial Regulations, Standing Orders, and Internet Banking to be considered at the next agenda. **Clerk to add to the next agenda.**

IM then handed the Chair to the Vice-Chairman and left the meeting at 7.50pm

## 10. To receive a report about Flooding within the Parish

CC Connolly reported that multiagency meetings are being held to look at flooding issues in the County. Yaxham is high on the agenda of the working party, and it is hoped that a long-term plan will be agreed shortly. A Highways task force are being formed to look at local issues such as blocked pipes and filled ditches to try and make the existing water system work more efficiently. MO will ask George Freeman MP and Ian to invite Breckland Director of Planning to their next meeting of the Mid Norfolk Flood Partnership to ensure they understand the issues. **MO to action**

One member of the public left the meeting

## 11. Highways Matters

To note any Highways matters needing attention:

Green Lane RB8: MO explained that the current situation is unacceptable and a deadline for action must be given. CC Connolly reported that there has been unprecedented flooding which has made a significant impact on the workload of Highways Officers. There was lengthy discussion and CC Connolly agreed that he will report the distress that residents are feeling.

Cutthroat Lane flooding: jet flushing is needed as soon as possible. **Clerk to request**

Surface water flooding from the highway overwhelming sewage pumping stations in Yaxham leading to sewage coming up through the manholes and draining to the River Tud up stream and opposite the SSSI/SAC Badley Moor: there has been a meeting with Anglian Water, NCC, BDC and IM. This is being addressed through the Multiagency meeting.

Standing orders suspended at 8.15pm to allow the meeting to continue past 2 hours. Proposed: MO, seconded: AC

Whinburgh Road/B1135 junction new signage & lining: waiting for a date from contractor

Whinburgh Road - landowner reports road sign in line of vision as emerges from his field: waiting for a site visit after lockdown is eased.

Well Hill Bus shelter current site: There is a bench on this site that the Parish council would like to move forwards. It is on private ground and will remain so but any vision splay concerns from Highways must be considered: waiting for a site visit after lockdown is eased.

## 12. Councillor Reports

- a) SAM2 – The sign has been moved and data for December will be shared in due course.

## 13. Correspondence received since last meeting

NALC Newsletters; planning consultation emails, Rural Bulletin, Norfolk Constabulary: Invitation to District Briefing

## 14. Urgent Business

None

## 15. To note items for the new meeting Agenda

None

## 16. To confirm the time and date of the next meeting of the Parish Council

- a) To agree the provisional date for the Annual Parish Meeting as 27<sup>th</sup> May 2021 at 6.00pm

- b) To note the date and time and for next meeting of the Parish Council as: Thursday 25<sup>th</sup> February 2021 at 6pm

**17) To consider excluding the public and press (for item 18)**

To consider excluding the public and press for item (18) because their presence would be prejudicial to the public interest due to the confidential nature. In accordance with Public Bodies (Admissions to Meetings) Act 1960 s1 (2)

Agreed Proposed: MO, seconded: BG

All members of the public left the meeting at 8.30pm

**18) Grass cutting contract**

To consider outstanding matters of the 2019/20 contract and agree the tender responses and decide who to award the contract for 2020/21 to.

There was lengthy discussion and it was felt that a three year contract (subject to annual review) should be awarded to CGM. The clerk to confirm this and request the rate for any additional cuts for the football field should they be required. Proposed: MO, seconded: BG

**Clerk to action**

MO reported that the current contractor is requesting payment for two extra cuts at a total of £70. RW shared a piece of paper that has been produced as evidence which has no clear indication of the dates or work completed. It was agreed that £70 should be paid and a letter included stating that acceptance of this cheque is acceptance of full and final payment of any contract with Yaxham Parish Council. Proposed: CC, seconded: MP **Clerk to action**

The meeting closed at 9.00pm with no further matters arising.