



MINUTES OF THE MEETING OF THE PARISH COUNCIL held remotely over Zoom at 6.00pm on Thursday 25th February 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 and 4 members of the public.

1. Chairman's Opening Remarks

The Chairman welcomed everyone to the meeting. He gave a tribute on behalf of the Parish Council for the sad loss of Joan Thurgill who was a very active member of the community and will be missed. Her funeral is on 10th March 2021 at 10.45am at St Peter's. Only family can attend due to Covid-19 restrictions, but people wishing to pay their respects may gather in Church Lane. A minute's silence was then held in Joan's honour

2. Apologies for absence – CC Connolly

3. Declarations of Interest - None

4. Public Session - None

5. Reports from District and County Councillors

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

DC Martin reported that there has been a full council meeting discussing the Breckland Council budget and precept for the forthcoming year. The precept will increase by 5%, however is still the lowest in the country. There has been consideration of ending the partnership between Breckland and South Holland Councils as Lincolnshire and Norfolk will be taking different routes. The planning consultation affecting the number of new builds has been successful in reducing the target to a much lower and more manageable number. It is likely that there will be a call for sites in due course. A consultation stemming from the White Paper last year relating to local design codes is currently under way.

It was felt that the refuse collection service should receive a letter from the Parish Council thanking them for their hard work over the pandemic. **IM to draft a letter for the clerk to send.**

6. To approve the Minutes of the Previous Meeting

a) The minutes from 21st January and were agreed as a true record with one minor hand written amendment. Proposed: IM and seconded: RW.

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

The clerk led the meeting through her report. It was agreed that the policy review schedule was acceptable and policies will be reviewed on a rolling programme. Proposed: IM, seconded: MO and unanimously agreed. It was agreed that in future the VAT return be submitted in line with the financial year rather than calendar year which will be easier for auditing purposes.

Proposed: IM and seconded: CC

- c) To consider matters arising from minutes of the previous meetings not considered elsewhere on this Agenda

It was noted that it is not possible to add the Clerk to receive only 'read only' internet access with the current banking facility. **Clerk to investigate Unity Trust and Lloyds Bank.**

It was noted that due to Highways not yet being able to clarify property boundaries, the Well Hill Bus shelter has been postponed until the next financial year and Highways will honour their financial contribution. It was suggested that the bus stop could be moved as a separate project however it was noted that neighbours would need to be consulted before any action is taken.

A meeting with Flagship is due to be held to address their planning applications, Elm Close, St Peter's Close Heat Pump Planning Application, and St Peters Close drainage and sewage issues. IM will feed back to the next meeting. **Clerk to add to next agenda.**

MO noted that IM attended the Mid Norfolk Flood Partnership as District Councillor, however Breckland did not send an officer representative despite the Parish Council pushing for them to attend which is very disappointing.

RW raised issues from the previous Minutes that should have been included on the Agenda, including item 9.c. considering whether the YVAA be asked for a contribution towards the grass cutting costs as they have received grants; and item 9.e. The Chairman apologies re 9.c. and asked the Clerk to add this to the next meeting's agenda. Item 9.e. would be covered under agenda item 9. Finance later in the meeting.

7. Planning

To receive and consider any new planning applications

- a. None

To note any planning decisions

- a. 3PL/2021/0013/HOU: Wylam, Norwich Road, Clint Green – single storey rear infill extension. **APPROVED** by Breckland Council
- b. 3PL/2020/1473/F: Forge House, Station Road – Change of use from C1 back to residential (C3) with no changes to building fabric. **APPROVED** by Breckland Council

Other Planning Matters

- a. To note the removal of Mill House, Norwich Road from the Community Right to Bid list and consider any action that the Council wish to take: IM reminded the Council of the history of this matter and after discussion it was agreed that no action will be taken.
- b. To update regarding Land North of Homefield PC 3PL/2020/1254/D & 3DC/2020/0229/DOC. MO reported that since the last objection letter some action has been taken. However the planned soakaways and drains are not sufficient to deal with the surface water. Reports state that there is no evidence of the Norwich Road pumping station, and therefore no action needs to be taken by the developer. There was discussion and it was felt that the photographic evidence shared with BDC that show that the pumping station is not working correctly should have been included on the planning portal. **IM and MO to draft a response for the clerk to submit.** [Subsequent decision to approve application on 26.02.2021]
- c. Yaxham Waters Priors Field Application: This application was received by the Chairman's Panel at Breckland Council and despite the recommendation that it should be approved under delegated powers, Councillors voted unanimously to refer it to Planning Committee. It is likely to be on the April agenda. There was lengthy discussion about surface water drainage issues with the site and was noted that with a total of 13 new dwellings the NLFA should have been consulted in line with the regulations however were not. It was agreed that

the formulation of a response be delegated to NP4Yaxham. Proposed: IM, seconded: CC.
MO to action

Five members of the public joined the meeting at 7pm

8. Recreation Field Play Area.

CC reported that he has written to the YVAA to ask consideration of the best way forward for the play area. It was agreed that this will continue to be pursued in an attempt to move forwards and provide play equipment as soon as possible, ideally in time for this summer.

Two further members of the public joined the meeting at 7.05pm

A number of the members of the public present started to actively disrupt the meeting. The Chairman initially asked the disruptors (under Standing Order 2.a) to moderate their conduct in line with the Zoom protocol published on the website. When the disruption continued the Chairman acted (under Standing Orders 2.b and 2.c) to move that the disruptors be removed which was seconded and agreed by all the councillors present. The Chairman then requested the Clerk to remove the disruptors accordingly, which the Clerk did in the face of further abuse and disruption. MO left the meeting as she was accidentally removed by the Clerk with the disruptive members of the public. Once the disruptive members of the public had been removed the meeting continued.

The Chairman thanked CC for continuing to seek to move forward the proposals for the Play Area. He also thanked CC for conveying to the YVAA that the grass in the play area will not be cut until the Play Area is re-opened.

In addition, the Chairman thanked CC for advising the YVAA that as a result of discussions with the Diocese on another matter the Diocese had confirmed that that the conifers in the north-east corner of the playing field were on the YVAA side of the boundary. The Parish Council had therefore discharged its responsibilities by bringing the matter to the YVAA's attention.

9. Finance

a. To agree the following items for payment

To Pay	Detail Invoices available for viewing	£ Total	VAT	Ex VAT	Cheque No/ SO
H Frary	February Wages	370.40	-	370.40	SO
H Frary	Reimbursements January	30.67	-	30.67	101274
H Frary	Zoom subscription	14.39	-	14.39	101274
Yaxham Cares	Top up for mobile phone	20.00	-	20.00	101275

IM proposed payment of these invoices. This was seconded by CC and unanimously agreed.

- b. To consider and agree any potential training for the Clerk or Councillors: None
- c. To make necessary updates to Standing Orders and Financial Regulations to allow the payment of the Clerks wages by monthly Standing Order. It was noted that Financial Regulations allow the payment of wages by standing order so no amendments are necessary.
- d. To agree the payment of the Clerks wages in future by standing order. This was agreed and is in line with current regulations.

10. To receive a report about Flooding and sewage contamination within the Parish

IM as Breckland Cllr is working with George Freeman MP on the Mid Norfolk Flood Partnership. This representing village issues to the main agencies involved: EA, Anglian Water, Highways, Local Lead

Flood Authority etc to seek to identify which agency should lead on resolving local flooding/sewage issues. In addition locally Anglian Water is working to resolve the issues of surface water inundating and overwhelming the four sewage pumping stations in Yaxham. As part of this AW has asked for information about where surface water could be entering the system at the Norwich Road pumping station, which leads on to the issues at St Peter's Close. There was discussion and AC agreed to assist in identifying the areas that are of concern.

In MO's enforced absence, IM raised the issue of considering commissioning a flood management plan for Yaxham having seen the document that Saham Tony had produced for its Neighbourhood Plan. IM explained the possible options that could be explored. **To be added to the next agenda.**

11. Highways Matters

- a) Request from a resident to consider installing an extra dog bin at the bottom of Spring Lane/Cutthroat Lane. It was noted that this is unlikely to be accepted, however the clerk to contact Breckland and request it is considered. **Clerk to action**
- b) To consider the purchase of flood warning signs at a cost of up to £50 each. There was discussion and it was felt that this is not an appropriate action to take as Highways should be responsible for the purchase of signs and clearing of flood water.
- c) To note any Highways matters needing attention: IM reminded the meeting that there is a new Highways Engineer and outstanding issues are being collated by the Clerk. It was noted that:
 - Stone Road: significant potholes to the level that top dressing should be considered.
 - Church Lane: top dressing was promised but has not been completed.
 - Dereham Road: some potholes have been filled.
 - Norwich Road: The gully near Beach Farm, Norwich Road, Clint Green to the west of Spring Lane is blocked and in need of clearing.
 - Whinburgh Road: the newly installed signs to the south of the junction of Whinburgh Road obscure the vision for the farmer when he is exiting his fields. It was suggested that that new signs are smaller than the previous signs.
 - Cutthroat Lane /B1135 junction permanent flood since October 20 and no action despite numerous reports

It was agreed to suspend standing orders to allow the meeting to extend beyond two hours.
Proposed: IM, seconded: RW

12. To consider the creation of a Community Emergency Plan

The Clerk explained that she has been involved in creating Community Emergency Plans with her other parishes. The idea is that it is a document collating emergency contacts and volunteers as well as those who may need help in an emergency. The document would be retained by two Councillors in compliance with GDPR. **Clerk to circulate template questionnaire and add to next agenda.**

13. Councillor Reports

- a) CC – The gate across RB8 Green Lane has not been removed. CC is chasing but has no update. Once the NCC Footpath team return to site visits they will begin to address the other outstanding issues and missing signs. Litter at Pinns Corner is an issue and it was suggested that a sign be purchased to deter rubbish being left here.
- b) AC – the village planters need to be watered and it was suggested that the Fire Service be asked if they will install a stand pipe at this location to allow access to water.

- c) The Yaxham Remembers sign has been replaced today after the damage caused by a vehicle collision. There is enough space for the time capsule to be buried in the plinth before the sign is reinstalled. Thanks were recorded for the hard work of the volunteers who repaired the sign.
- d) SAM2 sign – It was suggested that the Give Way sign near the Whinburgh Crossroads be added to the agreed sites. **IM to provide the Clerk with a location plan and then the Clerk to arrange a Memorandum of understanding.**

14. Correspondence received since last meeting

NALC Newsletters, Letter from BDC regarding the forthcoming census, Rural Bulletin, letter from George Freeman MP, emails from residents regarding highways issues and flooding, generic letter from Citizens Advice requesting a donation. A series of emails from residents regarding flooding on Well Hill

15. Urgent Business

None

16. To note items for the next meeting Agenda

Grass cutting contribution from YVAA towards the football pitch. **Clerk to add to next agenda**

17. 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 27th May 2021 from 6.00pm to 7pm followed by the Annual General Meeting of the Parish Council.
- b) To note the date and time and for next meeting of the Parish Council as: Thursday 25th March 2021 at 6.00pm

18) To consider excluding the public and press (for item 19)

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)

This was proposed by IM, seconded: by CC and unanimously agreed.

All members of the public left the meeting at 8.20pm

19) Grass cutting contract

To consider outstanding matters of the 2021 grass cutting contract

IM explained that he and the Vice Chairman raised the issues of concern with CGM and held a meeting with the contracts manager. An agreement has been reached and itemised costs agreed. Each invoice will be based upon work completed and any extra cuts will be agreed on an individual basis. BG agreed to be the Parish Council liaison and manager of the contract on the Parish Council behalf. It was agreed that the contract run for the summer and will be reviewed in November. Proposed: IM, seconded: CC and unanimously agreed.

The meeting closed at 8.45pm with no further matters arising.