



**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL held remotely over Zoom at 6.45pm on 6<sup>th</sup> May 2021.**

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

**In attendance:** Clerk, DC Claussen and 3 members of the public.

**1. Chairman's Opening Remarks**

The Chairman welcomed everyone to the meeting and explained the zoom protocol.

**2. To hold elections for the Chairman & Vice Chairman for the coming years**

**2.1 Election of the Chairman**

In line with Standing Orders, MO as vice-Chairman took the chair for item 2.1.

IM proposed himself for the role of Chair and this was seconded by RW. There were no other nominations and IM accepted the position.

MO handed back the Chair to IM following his acceptance of the position of Chair.

**2.2 Election of the Vice-Chairman**

MO proposed RW for the role of Vice-Chairman and this was seconded by CC. There were no other nominations and RW accepted the position

IM thanked MO for her work as Vice-Chairman and thanked RW for stepping forward to take the role

**3. Apologies for absence –Peter Lowings (PL): away with business. This apology was accepted.**

**4. Declarations of Interest - None**

**5. Public Session**

A resident reported that Dereham Road are receiving post and deliveries for residents in the lodges within Yaxham Waters. It was agreed that the Clerk should write to Yaxham Waters to ask their residents to include their full address for correspondence in future. **Clerk to write**

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

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

DC Claussen reported that Breckland are changing the way they will be working which will lead to renting out of some office space within Elizabeth House. The separation from South Holland has now been completed and other links will be considered in the future. Savings are being made by sharing refuse collections across three districts. The ongoing issue of holding socially distanced full council meetings is being considered and reviewed as regulations change.

**7) General Power of Competence**

Clerk explained the power and there was discussion. It was agreed not to proceed but consider adopting the power in the future if necessary

**8) Committees**

The Terms of Reference for the staffing committee were agreed and the membership will be as follows: Ian Martin, Richard Whadcoat, Bob Gust and Chris Couves.

**9) Appointments**

## a) Council Positions

Financial Monitoring Officer – Richard Whadcoat  
 Cllr Responsible for Planters – **to add to next agenda**

## b) External Positions

Yaxham Village Amenities Association (YVAA) Liaison – Chris Couves

Yaxham Church of England (VA) Primary School Liaison – Bob Gust

SNAP Attendee(s) – Peter Lowings with Chris Couves as reserve

Internal Auditor – Max Bergin

A47 Dualling / NW Link Alliance of Parish Councils attendee(s) – Richard Whadcoat

All agreed Proposed: IM, seconded: MO

**10) Planning**

To receive and consider any new planning applications

a. None

To note any planning decisions

b. None

Other Planning Matters

c. Neighbourhood Plan Review – Breckland advice. IM explained that any Neighbourhood Plan could be superseded by the Breckland Local Plan in November 2022 and the housing policies rendered out of date. It was therefore agreed not to review the plan at the current time. The Neighbourhood Plan Working Group will keep this under review and should the situation change will reconsider.

d. Flagship begun works to dig out the ditch that runs north from St Peters Close however they did not contact the relevant farmer who drilled the field so they cannot complete the works until after harvest. A response on the sewage issues with Elm Close is pending.

**11) Play Area Working Group**

CC reported that quotes are being received and it is hoped that in the near future the contract can be awarded to begin works and apply for a grant from Breckland Council. The grant of £17,000 from the Parish Charity was agreed on 22<sup>nd</sup> April, and the Working Party will now prepare and submit a grant application to Breckland. If successful this will bring the budget to £22,000.

**12) Playing Field – How to tackle dog waste problem**

IM reminded the meeting that a resident is concerned over the issue of dog fouling on the playing field. He explained that the land is owned and managed by YVAA. There were discussion about possible solutions and CC offered to display more warning signs if the YVAA are happy for him to do so. IM suggested that he contact the St Peters Close residents to request attaching the signs to their fences if appropriate. **CC to contact the YVAA to progress this and the clerk to respond to the resident.**

**13) Finance**

a. To agree the following items for payment

To Pay	Detail Invoices available for viewing	£ Total	VAT	Ex VAT
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H Frary	May Wages	370.40	-	370.40
H Frary	Reimbursements May	34.09	-	34.09
H Frary	Zoom subscription	14.39	2.40-	11.99
Came & Co	Insurance for the Parish Council incorporating Yaxham Woodland Group	471.66	-	471.66
Harlequin	April Newsletter	89.00	-	89.00
Harlequin	Play Area Banner	48.00	8.00	40.00
CGM	April Invoice	TBC	TBC	TBC
HMRC	PAYE for 3 months	277.80	-	277.80
Mrs Wright	Donation towards water for planters	25.00	-	25.00
CAN	Play Area Inspection courses (IM, CC & BG)	90.00	-	90.00
L Dye	Yaxham Cares expenses	15.00	-	15.00

All were agreed, CAN to be paid electronically due to time constraints. Proposed: IM, seconded: CC

b. To note the following receipts

Detail	Invoices available for viewing	£ Total	VAT	Ex VAT
Donations		8.00		8.00
Yaxham Parish Charity for clerking services		260.00	-	260.00
Yaxham Parish Charity Play Area Grant – 1 <sup>st</sup> payment*		17,000.00	-	17,000

- c. To consider and agree any potential training for the Clerk or Councillors – Play Area Inspection Courses for IM, CC and BG.
- d. To agree to the signing of Direct Debit instructions for Information Commissioners Office (at a saving of £5 per annum) from 2022. This was agreed. Proposed: IM, seconded: MO
- e. To consider any information from the Chair regarding possible alternative banking arrangements further to the information previously shared by the Clerk. **Carried forwards**

**14) To receive an update about Flooding and sewage contamination within the Parish including consideration of a Flood Management Plan and River Tudd Management**

MO reminded the meeting that she has circulated a report with four recommendations which were discussed. It was agreed that

1. the PC asks Breckland to amend its flawed data to include updated flood risk reports/evidence sent by Parish Clerk and residents to the LLFA.
2. the PC asks Breckland when, and if, it will undertake an in depth surface water management plan for the Tud valley following the recommendation from NCC in 2015.
3. the PC asks Anglian Water for updated reports on all surface water and foul water flooding in Yaxham.
4. the PC has considered the current flood risks in Yaxham and has concluded that an independent consultant is not necessary at this time and will continue to press the RMAs (Risk Management Authorities – as defined) as necessary to undertake their legal responsibilities and adhere to their published policies on flood risk.

Proposed: IM. Seconded: MO and unanimously agreed.

IM reminded the meeting that there is a pending planning application for houses in Toftwood which may have an impact on the flooding issues within the parish.

MO reported the concerns with the blockage in the pipe under the railway line and Mid Norfolk Railway have responded that they will deal with this in due course.

**15) To agree to the temporary Delegation of Powers to the Clerk to respond to various matters between meetings**

It was agreed that until the September meeting the Clerk have the delegated responsibility to respond to planning applications between meetings (as per the flow chart within the meeting pack) and raise payments for invoices in line with allocated funds and in association with the Chair and Vice-Chair.

**16) Highways and Footpath Issues**

a) To note any Highways matters needing attention.

Thanks were recorded for the work CC has undertaken to arrange for clearing of footpaths in the Parish. It was noted that FP1 has been blocked by a pile of manure which means that walkers are having to walk on crops to access the path. There are also concerns that there is run off from the heap which is making the ground in the vicinity unwalkable. **BG to advise the clerk of the landowner so that she can write.**

POST MEETING NOTE: BG to report the issue to Highways initially and the Clerk to write to Highways if this is not successful.

CC reported that there is work being undertaken in Well Hill where there is flooding. A member of the public reported that they had spoken with the Highways Engineer who was going to report to their manager that more work than is scheduled is required. **Resident to advise the Clerk who can update the Highways log**

**17) To consider the creation of a Community Emergency Plan**

It was agreed that this be deferred to a future meeting when there is capacity in the Council to take this forwards

**18) Policies**

To review and update the following Policies in line with the updated Policy Review Schedule: Safeguarding Statement of Intent, Anti-Fraud Statement of Intent, Co-Option Policy and Procedure and Website Privacy Policy

These had been circulated outside the meeting and were agreed. Proposed: IM, seconded: CC

**19) Councillor Reports**

None

**20) Correspondence received since last meeting**

Update from CC Connolly, Rural Bulletin and CAN newsletters, email from a resident regarding the forthcoming vacancy.

**21) Urgent Business**

None

**22) To note items for the next meeting Agenda**

Update on Parish Council vacancy.

**23) To confirm the time and date of the next meeting of the Parish Council**

To agree to the cancellation of the June Parish Council meeting and note the date and time of the next Council Meeting to be held on Thursday 22<sup>nd</sup> July 2021 at 7.45pm in Yaxham Village Hall

The meeting closed at 8.00pm with no further matters arising.