



MINUTES OF THE MEETING OF YAXHAM PARISH COUNCIL HELD ON THURSDAY 22ND JULY 2021 AT 7.45PM IN YAXHAM VILLAGE HALL.

Present: Cllrs Ian Martin (IM) (Chairman), Richard Whadcoat (RW) (Vice-Chairman), Chris Couves (CC), Bob Gust (BG), Peter Lowings (PL), and from item 5. onwards Ben Conway (BC).

In attendance: 5 members of the public

1. Chairman's Opening Remarks

The Chairman welcomed colleagues to the first physical meeting of the Committee since November 2019. In terms of Covid Protocols, in line with Government guidance, windows are open, and it is requested we observe "restaurant rules" i.e. the wearing of masks was requested when moving around, but not when seated.

Recording – all Parish Council meetings are recorded, but as of today only on audio, not video. Members of the public may record the meeting provided in doing so they do not disrupt it. Members of the public may video the meeting, but need to move to the front so that only councillors are filmed – everyone else has the right not to be filmed without their consent.

Minutes – in the absence of the Clerk, the minutes to be compiled by the Clerk based upon the audio recording of the meeting and the Chairs notes.

2. Apologies for Absence

Apologies from Maggie Oechsle who is on a long planned holiday. The Chairman proposed that this apology be accepted. RW seconded. All AGREED. The Clerk had sent apologies as she was self-isolating following an inconclusive Covid test. NCC Cllr Ed Connolly also sent his apologies.

3. Declarations of interest

The Chairman declared a personal interest in 20.3.

4. To consider the Co-option of a member of the public to fill the vacant position of Councillor

The Chairman reported that there was one applicant to fill the vacancy on the Council, in the name of Ben Conway. IM invited Ben Conway to address the Parish Council followed by questions from Cllrs. Ben Conway addressed the Council. BG proposed that Ben be co-opted, seconded by CC and was AGREED. The Chairman congratulated Ben Conway (BC) on his co-option and invited him to sign his declaration of acceptance of office and to take his place on the Council.

5. Public Session

A member of the public commented: the agenda published before the meeting was not the same as that printed where the numbering was awry; speculated on who the resident was mentioned in the agenda; and asked why Breckland Offices were closed to the public.

A member of the public raised concerns as to overgrown brambles south of Yaxham Waters on Dereham Road. PL volunteered deal with this.

6. Reports from County and District Councillors

NCC Cllr Ed Connolly has sent his regular reports that have been circulated. IM reported the main Breckland news is that all meetings are no physical meetings and all are live-streamed –

over social media. We reported to Breckland that weedkiller had been used along the road side of the fencing by the field at the Whinburgh Road/Norwich Road junction. It transpires that an over zealous SERCO contractor did this, not just in Yaxham, had done this. Yaxham and other parishes have received assurances that this will not happen again.

7. Minutes of Previous Meetings

- 7.1 To approve the minutes of the Meeting of the Parish Council held on 06.05.2021
The Chairman proposed that these be agreed as a true and accurate record of the meeting, seconded by RW. All Agreed. The minutes were signed by the Chairman.
- 7.2 To receive the Clerk's Report on matters since the last meeting.
This was considered and NOTED.
- 7.3 To consider matters arising from minutes of the previous meetings not considered elsewhere on this Agenda – None
- 7.4 To agree the maintenance of the village planters.
MO has arranged with Jeffrey Oatey, a local gardening contractor, to do 2 hours a week maintenance at £10/hour as he did last year. The residents of No 2 Corner House, Church Lane have agreed to provide the water as previously. Louise Dye has stepped forward to work with Jeffrey as to plants to be removed and new ones to be purchase as required. The Chairman proposed that this arrangement be agreed, and it was AGREED.

8. Planning

To receive and consider any new planning applications

8.1 None

To note any planning decisions and responses made by delegated authority

The Chairman proposed that these submissions made by the Clerk under the delegated authority agreed at the last meeting be Noted – AGREED:

- 3PL/2021/0642/VAR Vacant Land north of Norwich Road - objection
- 3PL/2021/0301/O The Old Post Office, Norwich Road – Demolition of the Old Post Office and the erection of two dwellings – no objection but comments - PERMISSION
- 3PL/2021/0799/HOU The Stables, Station Road, Whinburgh & Westfield – relocation of existing single storey outbuilding to side and conservatory to rear, and erection of single storey extension to side and rear – no objection but comments
- 3PL/2021/0629/F Land off Elm Close – Change of use of land to enable installation of surface and foul water drainage systems and associated works – objection
- 3PL/2021/0861/F: Vacant Land North of Norwich Road – Erection of pump station to serve a residential development approved under 3PL/2019/1346/D – objection
- 3NM/2021/0051/NMA: 4 Drusilla Way, Yaxham – non material amendment to 3PL/2020/0491/HOU – change of colour of some wall – no comments - PERMISSION
- TRE/2021/0172/TPO: 4 Priors Grove – reduce oak crown of two trees – no comment – TPO CONSENT
- 3PL/2021/0834/HOU: Meadow Sweet, Church Lane – Demolition of exiting single storey outbuilding to side and conservatory to rear, and erection of single storey extensions to side and rear – no objection - PERMISSION

Other Planning Matters

8.2 Flooding & Sewage Report

The Chairman reported that Yaxham is one of the first 16 parishes in Norfolk to be targeted by Lord Dannatt's Flood Partnership. This had been achieved by working in conjunction the NCC Cllr Ed Connolly and George Freeman MP. Anglian Water is the lead agency for Yaxham and is progressing with a catchment area assessment and investigating existing infrastructure constraints. We are awaiting an update on this.

8.3 3PL/2021/0629/F Elm Close – Flagship Update and agree any actions

Surface Water, site meeting with landowners, MO attended, and a drainage solution is developing well to drain the surface water via St Peter's Close ditch, down to Cutthroat Lane and under it through to the Tudd.

Foul-water drainage is more problematic, but ties in with the AW works. There will now be a pumping station on site at Elm Close that will feed into the Norwich Road Pumping Station. There will be a mechanism in place so that at peak times Elm Close sewage is held back until the Norwich Road and St Peter's Close pumping stations have capacity. Neither of these issues is finalised, and there are still outstanding issues, - and any solution has to be long term i.e. not just to get the planning permission. Actions: MO to continue to lead on surface and foul water drainage issues.

Off-site Highways – recent site meeting, IM & MO attended, with Highways suggests only one traffic refuge required between Elm Close and St Peter's Close, and bus stops do not need to be re-located. Proposed changes to the entrance to Church Lane have been reduced, but may not proceed. Await feedback from Highways – IM leading

8.4 3PL/2021/0861/F & 0642/VAR – Badger Building – agree any actions

To date we have not made contact with Badger Building. The Chairman proposed that IM/MO will make contact specifically re surface and foul water drainage plans. AGREED

9. Play Area Working Group update including a schedule of planned payments for agreement:

CC reported that the project scheme had been developed and that the design had been tendered with the following commitments undertaken:

To Pay	Detail	£ Total	£ VAT	£ Ex VAT
Wicksteed Leisure	Swing Refurbishment	2,658.82	443.14	2,215.00
Wicksteed Leisure	New Climbing Frame	23,108.40	3,851.40	19,257.00
Realise Futures Ltd	Picnic Tables	1,046.45	174.41	872.04
Harlequin Printers	Play Area signs	120.00	20.00	100.00
Misc	Play area ancillaries	84.00	14.00	70.00
Misc	Mobile phone and top up	29.99	6.00	23.99
Total Ex VAT				22,538.03

The work is now planned for the week commencing the 16th August for two weeks. This is later than planned, but has been the result of extended order times due to a number of factors.

CC also reported the success of the grant application to Breckland Council for £5,000.00.

Detail	£ Total	VAT	Ex VAT
Breckland Council	5,000.00	-	5000.00

This grant of £5,000 is in addition to the £17,000 already granted by the Parish Charity, and the up to £1,000 budgeted by the Parish Council previously, so the budget is balanced.

The Chairman thanked CC, BG, Susan Martin (Grant co-ordinator) and the Working Group for making this happen, and challenged them to start thinking about the next phase of the project. He proposed that this report be noted and that the Grant Agreement with Norfolk Community Foundation on behalf of Breckland Council be signed for the Parish Council. CC seconded, Agreed with one abstention.

10. Finance

a. To agree the following items for payment – updated at the meeting:

To Pay	Detail	Invoices available for viewing	£ Total	VAT	Ex VAT
H Frary	July Wages		370.40	-	370.40
H Frary	Reimbursements June		42.93	-	42.93
H Frary	Shortfall on cheque 1288		4.80	4.80	0.00
H Frary	Zoom subscription (July)		14.39	2.40	11.99
CGM	Grass cutting		825.20	184.20	641.00

B Gust	Copier paper	3.99	-	3.99
C Couves	Mobile phone and top up	29.99	-	29.99
I Martin	PPE for July meeting	23.99	3.99	19.94
L Dye	Yaxham Cares Fridge Magnets x 100	£29.68	4.95	24.73
L Dye	Plants/compost for planters	49.62	8.27	41.35

BG raised issues re CGM invoices and will review these with the Clerk.

The Chairman proposed that the revised payment schedule be agreed. CC seconded, AGREED with one abstention.

- b. To note the following receipts

Detail	Invoices available for viewing	£ Total	VAT	Ex VAT
Yaxham Woodland Group Funds (ringfenced)		411.81		411.81

The Chairman thanked Katy Marczewski of the Woodland Group for working with the Clerk on this, now that the Woodland Group is a Working Group of the Parish Council.

- c. To consider and agree any potential training for the Clerk or Councillors
Clerk to liaise with Ben as to new Cllr training
- d. To consider whether to retain zoom subscription or cancel as meetings are being held in person. The Chairman proposed that this is stopped now the remote meetings regulations have ceased. Seconded RW, AGREED.
- e. To receive the June payment & receipts schedule as follows

To Pay	Detail	Invoices available for viewing	£ Total	VAT	Ex VAT
H Frary	June Wages		370.40	-	370.40
H Frary	Reimbursements May		73.64	-	73.64
H Frary	Zoom subscription (May)		14.39	2.40-	11.99
H Frary	Zoom subscription (June)		14.39	2.40	11.99
CGM	May Maintenance fee		13.20	2.20	11.00
Harlequin	Newsletter printing		89.00	-	89.00
RECEIPTS			£ Total	VAT	Ex VAT
Donations			4.00	0	4.00

The Chairman proposed that these schedules be NOTED, RW Seconded, AGREED.

11. Playing field – How to tackle dog waste problem

The YVAA Trustees had raised this issue and suggested that the Parish Council makes a by-law requiring dogs to be kept on leads whilst on the playing field. However, having checked with NALC, the Parish Council do not have such a power as it does not own the field. Breckland has previously designate the field under the Dogs (fouling of land) Act 1996. Anyone not clearing after their dog is liable to a fine which can be reported via the Breckland website. CC to liaise with the YVAA. It was noted that Footpath 4 runs along the north side of the field.

12. Highways and footpath issues

- a. To note any Highways matters needing attention.
CC raised the issue of two damaged footpath finger-posts, and proposed repairs. BG volunteered to assist. The Chairman thanked them both for their initiative.
- b. Request from resident to move the Well Hill Dog Bin
Following discussion, RW volunteered to speak to the resident.
- c. To receive and note the Parish Partnership bid opportunities for 2021/22
The Clerk proposes to add to the next agenda. AGREED.
- d. To note and agree the Service Delegation Agreement for grass cutting. This covers Pinns Lane and Footpath 2. NCC will now pay the Council. This is timely as the Parish Council will need for next year to add cutting back the hedge on Pinns Lane.

- e. Clint Green Bus Shelter update – The Chairman reported that Highways definitive land ownership details had been provided. He proposed that this information is passed to the neighbours, hold a site meeting and report back with recommendations to the next meeting.

13. To review and agree the following policies in line with the Policy Review Schedule:

Grievance Policy and Procedures, Health and Safety Statement of Intent, Filming of Parish Council Meetings, Complaints Policy, Travel & Expenses Policy and Disciplinary Policy & Procedures. The Chairman proposed that these be taken *en bloc*. BG seconded. AGREED

14. Councillor Reports – None

15. Correspondence Received since last meeting

Email from resident, NALC Newsletters, updates from CC Connolly, Rural Bulletin, CAN newsletters, Police updates and general circulars. NOTED.

16. Urgent Business – NONE

17. To note items for the next meeting Agenda – Parish Partnership Scheme, Clint Green Bus Shelter, Well Hill Dog waste bin.

18. To note the next meetings of the Parish Council

The meeting Noted the next meeting of the Parish Council will be on 23rd September 2021 in the David Myhill Room at Yaxham Village Hall and will commence at 7pm or 7.15pm subject to whether there is a need to hold a Charity Meeting that evening at 7pm.

There was a discussion as to actions to be considered for the next meeting if the Covid emergency was continuing and the David Myhill Room was felt to be too small. The Chairman reported that with the success of the Village Hall bookings it would be a challenge to hold further meetings in the Main Hall. And there were no other obvious locations in the parish. BC suggested that the new Café at Yaxham Waters, Poppies, might be worth approaching, which the Chairman thanked him for that idea. The Chairman said that he, the Vice-Chairman and Clerk would keep matters under review and consult colleagues as appropriate.

19. The Chairman proposed 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 20 onwards on the grounds that it could involve the likely disclosure of private and confidential information. Seconded CC, AGREED.

20. Clerk/RFO Resignation, Recruitment & Other Matters

20.1. To note: the Clerk's resignation; the arrangements in place through to contract end on Thursday 30th September 2021; agreed paid holiday from 1st-25th August 2021; and the advertisement pack. NOTED

20.2. To receive and consider the Staffing Committee's recommendations.

The Chairman reported from the Staffing Committee meeting earlier that evening that:

- there are two applicants;
- interviews scheduled for Thursday 5th August at 7pm
- interview panel to comprise IM, BG, PL, and MO
- interview panel to have the delegated authority to appoint either of the applicants, if appropriate, and on terms as required.
- Any appointment to commence mid-September with handover from the departing Clerk so that the new Clerk can take full responsibilities from 1st October 2021.

The recommendations were Agreed.

20.3. To consider a resident's continued correspondence with the Clerk and agree any actions. The Chairman reported the recommendations from the Staffing Committee. After a discussion of the matters presented and the Chairman proposed that no action be taken at present.

There being no other business, the meeting ended at 9.40pm.