



**MINUTES OF THE MEETING OF YAXHAM PARISH COUNCIL
HELD ON THURSDAY 22ND SEPTEMBER 2021 AT 7.30PM IN YAXHAM VILLAGE
HALL.**

Present: Cllrs Ian Martin (IM) (Chairman), Richard Whadcoat (RW) (Vice-Chairman), Ben Conway (BC), Chris Couves (CC), Bob Gust (BG), Peter Lowings (PL) and Maggie Oechlse (MO)

In attendance: The clerk and 7 members of the public

1. Chairman's Opening Remarks

The Chairman welcomed colleagues and members of the public to the meeting and explained that whilst covid legislation is not in force, the public are requested to maintain socially distanced and use a mask whilst walking around the building. He explained that audio recording of the meeting is permitted, however should members of the public wish to use visual recorders they should inform the council beforehand to ensure members of the public are not visible. He added that the meeting is audio recorded by the Council.

2. Apologies for Absence

There were no apologies for absence from Councillors, however CC Connolly apologised for his absence.

3. Declarations of interest

BC noted that he is a personal friend of the applicant for The Old Post Office. This was noted and as it was a personal interest he remained in the meeting whilst this item on the agenda was discussed.

4. Public Session

A member of the public wished to speak on a matter deemed by the Chair to be outside the remit of the meeting. The member of the public did not accept this. After a short while Cllr Ian Martin proposed a motion asking the resident to leave the meeting. This was seconded by MO with five Councillors in favour and one abstaining.

One member of the public left the meeting at 7.45pm

A resident wished to report that Anglian Water have visited the St Peter's Close pumping station and completed remedial work which is hoped will cure the ongoing flooding issues.

A representative of the Village Hall Committee reported that the issue of dog mess on the playing field is ongoing. It was noted that this will be covered later in the meeting.

5. Reports from County and District Councillors

NCC Cllr Ed Connolly sends regular reports that have been circulated. IM reported the Breckland Council have published a consultation documentation which will be discussed under planning and a response to be considered at the next meeting. **To be added to the next agenda.**

6. Minutes of Previous Meetings

- 6.1 To approve the minutes of the Meeting of the Parish Council held on 22.07.2021
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.
- 6.2 To receive the Clerk's Report on matters since the last meeting.
This was considered and NOTED. The Play Area Risk Assessment was circulated and agreed. Proposed: CC, Seconded: BG. The Asset Register has been updated, however needs to be finalised before handover to the new clerk. **Clerk and IM to action.**
- 6.3 To consider matters arising from minutes of the previous meetings not considered elsewhere on this Agenda –
Well Hill Bus Shelter – Carried Forwards
Invoice for watering of the village planters to be submitted for payment at the next meeting.

7. Planning

To receive and consider any new planning applications

- 3PL/2021/1247/D: The Old Post Office, Norwich Road – application for reserved matters following outline permission 3PL/2021/0301/O – erection of 2 dwellings. It was noted that the reserved matters within the previous application have not been addressed. Concerns include the presence of Japanese knotweed, the location of an air source heat pump adjacent to the immediate neighbours fence which could potentially cause noise pollution. Other concerns included the bat survey being out of date as the roof of the building has been reinstated, the street scene and future access concerns. It was agreed that the MO should draft a response for the Council to submit. Proposed: IM, seconded: RW. **MO to action**

To note any planning decisions

- 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. APPROVED by Breckland Council.
- 3PL/2021/0642/VAR Vacant Land north of Norwich Road, Variation of Condition No's 2 & 3 on 3PL/2019/1346/D - Change in layout, materials and house types. APPROVED by Breckland Council.
- 3NM/2021/0051/NMA: 4 Drusilla Way, Yaxham – non material amendment. APPROVED by Breckland Council.
- 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. APPROVED by Breckland Council.

Other Planning Matters

Flooding & Sewage Report: MO updated that since the site meeting with landowners, MO attended, where a drainage ditch to drain the surface water via St Peter's Close ditch, down to Cutthroat Lane and under it through to the Tudd was yet to be agreed, it has come to light that not all land owners have signed an agreement. The Local Lead Flood Authority (LLFA) are also negotiating access, ditch maintenance and pumping agreements. It is likely that this will take a considerable length of time to finalise, but it is moving forwards. There was discussion around the potential increased surface water with Elm Close development, and it was noted that attenuation ponds and ditches must have ongoing maintenance agreements to be of use. A response to 3PL/2021/0629/F further consultation to be drafted by MO and agreed by all Councillors before submission. Proposed: IM, seconded: RW and unanimously agreed **MO to action.**

Concerns were raised that if Victory Housing do not expedite the agreement, the field neighbouring St Peters Close will be ploughed and drilled so access will not be possible until spring. IM has written to express these concerns and remind Victory Housing that if action is

not taken soon there will be flooding and their tenants could be significantly impacted as they were last Christmas.

Anglian Water have attended discussions over surface water and sewage issues in Yaxham. Anglian water have used cameras to investigate the sewage system across the village, and the only problem they have located so far is at the top of Station Road under the railway crossing where the pipes are full of silt. The next step is to identify where the silt is coming from, and how it can be removed. There will be a site visit in October to consider this further. It is unknown whether MNR have cleared their ditch as promised, MO to write to MNR, however the pumping station in Norwich Road has been reported by Anglian Water as working as it should be and surface water cannot now enter the system at this point.

The Flood line telephone number to be included on the Website, Facebook and the signature of the Clerk and Chairs email addresses. **Chair to action.**

IM explained that as part of the Elm Close permission traffic mitigation on Norwich Road initially comprised of two traffic islands which, after much debate has been reduced to one on the eastern side. There will also be a safety audit of the B1135 Norwich Road / Whinburgh Road junction.

Local Plan Consultation Document. The Chair explained that there will be a consultation document released by Breckland relating to the Local Plan and National Planning Policy. He explained the content in depth and it was agreed there will be a full discussion at the October meeting. **The Chair to circulate the consultation document to be discussed at the next meeting.**

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

CC reported that the play area is completed and is very popular. The project has been completed under budget and the remaining funds are hoped to be used to repair the entry gates, purchase a larger litter bin should it be required or a further piece of toddler play equipment. **To be agreed at the next meeting.** MO thanked CC and BG for all their hard work with this project.

Parish Council to write to Alison Webb (Breckland Cabinet member) and thank her for opening the park and Breckland Communications who arranged for the advertising. **Chair to draft a letter for the Clerk to send.**

9. Highways and footpath issues

- a. To note any Highways matters needing attention: IM attended a zoom webinar with our new Highways Engineer. It was agreed that IM would collate and submit an updated schedule of Highways Issues along with a similar schedule for Anglian Water. **Chair to action**

It was felt that a polite reminder from the Parish Council to the residents to the North Side of Cutthroat Lane of the need to cut back their hedges is needed. MO to draft the letter for the Clerk to send. **MO and Clerk to action.**

CC is writing to the Countryside Access officer to request a replacement restricting byway sign at Pinns Corner as the existing sign is rotten and has fallen over. **CC to action**

A hedge at Well Hill is extending into the carriageway and forcing vehicles into the oncoming traffic. **Chair to draft a letter for the Clerk to send.**

- b. To nominate a representative to attend the B1135 Action Group meeting. It was agreed that BC would attend with RW supporting. PL suggested that a weight limit across the railway bridges be suggested to the group as part of their remit.
- c. To receive and note the Parish Partnership bid opportunities for 2022/23. IM noted that a SAM2 sign pole is potentially being purchased for the village, and a second SAM2 sign for the village could be considered for a Parish Partnership Bid. **To be added to the next agenda.**

CC noted that the SAM2 is in need of repair as the data cannot be downloaded. **CC to contact Westcotec.**

10. Dog Waste Issues

- a. Playing Field. IM reported that he has spoken to the dog warden who has commenced visits to the recreation ground. These will continue whilst they assess the issues and return with possible solutions. It has been asked that their visits are publicised to act as a deterrent.
- b. Well Hill Dog Waste Bin. The Chair explained that there has been ongoing communication between the resident and Breckland Council. Breckland Council have investigated alternate areas and can see no sites which comply with the necessary health and safety requirements. IM suggested mitigating odour concerns by purchasing a new bin at a cost of up to £250, or moving the bin slightly along the verge to be level with the residents wheelie bins. There was discussion and it was agreed that the council should respond and inform the resident that the Council will investigate replacement of the bin with one which can potentially contain the odour. **Chair to draft a response.**

11. Finance

- a. To agree the following items for payment (September) – updated at the meeting:

To Pay	Detail Invoices available for viewing	£ Total	VAT	Ex VAT
H Frary	September Wages	370.40	-	370.40
H Frary	Reimbursements July / August	55.76	-	55.76
HMRC	PAYE	278.40	-	278.40
CGM	Grass cutting	332.80	8.80	324.00
Wicksteed	Play Equipment	2,457.22	409.54	2,047.68
C Cooves	Post concrete from Travis Perkins	21.60	3.60	18.00
Came & Co	Mid term insurance adjustment	133.34	-	133.34

The Chairman proposed that the revised payment schedule be agreed. MO seconded.

It was noted that Council have received a further invoice from CGM which will be paid outside the meeting on confirmation of the work having been completed.

- b. To consider and agree any potential training for the Clerk or Councillors
Carried forward to a future meeting dependant on the successor clerk receiving any necessary training.

- c. To receive the August payment & receipts schedule as follows

To Pay	Detail Invoices available for viewing	£ Total	VAT	Ex VAT
H Frary	August Wages	370.40	-	370.40
Realise Futures	2 x play area picnic benches	1,142.45	190.41	952.04
Chris Couves	Post Anchor for Finger Post	8.45	1.41	7.04
Ian Martin	123reg – website domain name subscription	19.19	3.20	15.99
Harlequin	Banner and signs – play area	216.00	36.00	180.00
Chris Couves	George Tufts Ltd - Play Area materials	46.68	7.78	38.90

RECEIPTS	£ Total	VAT	Ex VAT
NCF – Breckland Play Area Grant	5,000.00	0	5,000.00
CAN – Training Refund (IM Play Area)	30.00	0	30.00

The Chairman proposed that these schedules be NOTED, seconded: RW

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

Carried forward to October Meeting

13. Councillor Reports including receipt of Cllr Oechlse resignation as PC nominated trustee of the Parochial Charities.

MO reported that she has significant concerns over the administration of the charity and therefore has resigned her position as she is not comfortable being associated with the group. RW is the other nominated Councillor in this role and will remain on the understanding that a meeting will be held soon to address the ongoing concerns. The Chairman suggested that if RW is considering resigning that first the Parish Council sends a letter of concern to Rev Mark McCaghrey who chairs the two charities.

14. Correspondence Received since last meeting

Correspondence from residents, NALC Newsletters, updates from CC Connolly, Rural Bulletin, CAN newsletters, Police updates and general circulars.

15. Urgent Business

The football club have approached the Parish Council to support in principle a planning application for building of changing rooms on YVAA land.

PL asked for permission to purchase a new battery and pads for the defibrillator. This was agreed: Proposed: IM, seconded: MO **PL to action**

16. To note items for the next meeting Agenda

Parochial Charity nominee from the Parish Council,
Village litter pick,
Alleged environmental pollution from Manor Farm

17. To note the next meetings of the Parish Council

To note the next meeting of the Parish Council will continue to be in Yaxham Village Hall on Wednesdays at 7.30pm on 27th October and 24th November 2021

18. 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.

19. Clerk/RFO Recruitment

To receive and consider the recommendation of the Interview Panel whether to offer one of the interviewees the position of Clerk and the proposed terms of that offer, and any handover arrangements ahead of the current Clerk's final day on 30th September 2021.

It was agreed that Standing Orders be suspended to allow the meeting to extend past two hours. Proposed: IM, seconded: CC

IM fed back from the interview panel and it was agreed that the Council support the recommendation of the Interview Panel. **IM to inform both applicants.**

There being no other business, the meeting ended at 9.50pm.