



**MINUTES OF THE MEETING OF YAXHAM PARISH COUNCIL
HELD ON WEDNESDAY 27TH OCTOBER 2021 AT 7.45 PM 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 Oechsle (MO)

In attendance: 2 members of the public

1. Chairman's Opening Remarks

The Chairman welcomed colleagues and members of the public and explained that whilst covid legislation is not in force, the public are requested to maintain social distance. Audio recording of the meeting is permitted but visual recorders should ensure that members of the public are not visible. He added that the meeting is audio recorded by the Council. It was a very long agenda and non urgent items would be rolled over to ensure the meeting finished within 2 hours

2. Apologies for absence CC Connolly

3. Declarations of Interest Cllr Martin declared an interest in 5.2

4. Arrangements in the absence of a Clerk

MO had agreed to take the Minutes – and the Chairman thanked her.

5. Public Session

5.1 None

5.2 The resident had neither responded to the invitation to address the Council nor was in attendance

6. Reports from County and District Councillors

CCConnolly's regular reports had been circulated. Breckland District Council had appointed a new CEO. Bin collections had returned to normal

7. Minutes of Previous Meeting

7.1 The Minutes of the meeting held on 22.09.21

The Chairman proposed that these be agreed as a true and accurate record of the meeting seconded by RW and all agreed and Minutes signed by the Chairman.

7.2 Chairman's Report – A letter of thanks had been sent to Cllr Webb acknowledging the Breckland grant and her attendance at the opening of the Play Area

A bid had been made by YVAA for £10,000 from Breckland's Green Community Scheme, supported by Breckland Cllr Ian Martin, but was unsuccessful.

Hedge cutting had taken place along the north side of Cutthroat Lane and the Well Hill hedge was being further investigated.

Plans for new changing rooms by Yaxham Football Club were noted and although the Council may support in principle, the plans would not be pre-judged.

Defibrillator – new pads and new battery had been obtained by PL – the Chairman thanked PL.

Clerk/RFO – interviews would take place on 10th November 2021

The hedge from the Mill to the school on north side of Norwich Road was in need of maintenance. IM to action via Serco.

7.3 Matters Arising YVAA – BG announced he would be returning as a trustee

8. Planning

8.1 To receive and consider any new planning applications

Two new applications had just been listed **3PL/2021/1441/HOU** – Sunny Holme Paper Street and **3PL/2021/1452/HOU** – Silver Springs, Paper Street and would be considered at the next meeting. IM had received an extension on the consultation time.

8.2 To note any planning responses made since the last meeting

3PL/2021/1347/HOU Orchard View Brakefield Green Proposed Cart Lodge – No Comment.

8.3 To note any planning decisions since the last meeting: None

It was however noted that:

3PL/2021/1247/D The Old Post Office Norwich Road. Concern raised with Breckland about safe removal of Japanese Knotweed and positioning of boiler house at the back near neighbour, but building was now demolished.

3PL/2021/0629/F Elm Close Objection still valid because of lack of action on surface water drainage.

8.4 Other Planning Matters

8.4.1 Sewage and Flooding

A meeting has been held with AW/Highways and Local Lead Authority to raise concern with Flagship over the state of the ditch adjacent to St Peter's Close. Highways to investigate the surface water drainage issues around Mouses Lane and Well Hill as well as the station and Station Road areas and report back. AW had already undertaken CCTV investigations of their sewer network and remedial work to the Norwich Road pumping station.

Action: MO to maintain close liaison would be maintained.

Action: . IM to raise schedule of flooding, sewage and highways issues for Highways, LLFA and AW.

CC questioned whether or not there was battery/generator back up in the pumping stations in case of power outage. **Action: IM/MO to ask AW.**

8.4.2 Local Plan Review – NP4Yaxham had met to discuss because the proposed timetable for the Review would leave parishes exposed to developers for 3 years until the new full Plan was adopted in 2027. (Breckland Overview & Scrutiny meeting on 28.10 voted 9/1 to send the report back to Cabinet to reconsider the lengthy timetable, however the Cabinet meeting on 15.11.2021 reconfirmed the first decision).

9. Play Area Working Group Report

CC reported £2,800 left over and suggested purchasing two additional pieces of equipment suitable for 18 month – 2 year age groups. CC proposed the purchase, within the budget, seconded by MO and all agreed. **CC to action**

6 inspections had been carried out and it was established that one gate was not closing effectively and seemingly cannot be repaired. PL was going to investigate as a new single gate would be in the region of £1,000. IM had completed an on-line play area safety course. It was suggested that badges and lanyards be worn for inspections to assure the public that it was a parish councillor undertaking a safety inspection.

10. Highways and Footpath issues

10.1 CC had written again to Highways regarding the state of RB8; issues in Stone Road and a schedule to be sent to Highways Rangers listing 10 items needing attention including the sign on Norwich Road, the sunken cover plate in the road adjacent to The Yews and the pot hole by Yaxham Waters has re-emerged. **IM to action**

10.2 Delegated Service Agreement – re footpath maintenance - item to be included on next agenda including the CGM grass cutting contract review.

BC volunteered to research whether Cutthroat Lane could be designated a Green Lane in an attempt to slow traffic and make it safer for pedestrians, horse riders and dog walkers.

10.3 Parish Partnership bid opportunities – another SAM2 sign or updated equivalent? To enquire whether Highways would support a fixed speed sign along the Whinburgh Road.

10.4 B1135 Norwich Road junction. Following the RTA the damaged Highways sign and planter had been removed and safely stored. **Action: IM to follow up with Police.**

11 Well Hill Dog Waste bin – IM reported that there was now apparent agreement with the householder that the dog waste bin stay in place, but that it should be replaced by a new bin with a chute lid that hopefully minimise the odour. It was proposed by IM and seconded by RW that a bin should be ordered for Well Hill in place of the existing for up to £300. Agreed with 1 abstention. **Action: IM to order once BG advised on fixing requirements.**

12 Parochial Charities

A meeting had now been set for November. It was agreed not to seek to appoint a new trustee until matters had progressed. This is to be kept under review.

13 Green Lane/Mill Lane alleged pollution issues

It was agreed that evidence was required to take this further

14 Autumn Litter Pick

Agreed to defer to the new year and plan for a Spring litter pick

15 Poppies Café - Christmas Initiative –

The new management planned that Poppies would open for Christmas lunch for those who were on their own on Christmas Day. This suggestion was welcomed and details would be included in the pre-Christmas Newsletter.

16 Queen’s Platinum Jubilee celebration – defer to next agenda

17 Covid Pandemic Plaque. It was suggested that this should go on a wall in the Community Café.

18. Finance

18.1 Payments Schedule

To Pay	Detail Invoices available for viewing	£ Total	VAT	Ex VAT
H Frary	October Wages	140.00	-	140.00
H Frary	Reimbursements September / October	27.26	0.58	26.68
B Gust	Village Sign Fixings	7.55	-	7.55
CGM	Grass cutting (inv. 241667 & 242151)	219.25	36.54	182.71
Wicksteed	Play Equipment	19,998.00	3,333.00	16,665.00
J Oatey	Watering planters and maintenance	30.00	-	30.00
M Garner	Removal of planter debris	50.00	-	50.00

It was noted that Wicksteed had not laid the turf on time as per contract and it was agreed that £500+VAT be withheld from the total of £19,998.00 held until the complaint resolved. With this amendment IM proposed payment, RW seconded and agreed.

18.2 The following receipts were noted: C Harrison Annual Rent for Paper Street Land £150.00; Breckland Payment 2nd Half of Precept £5,8250.00; Parish Charity Clerking services to the Parish Charity April-September 2021 £260.00.

It was also noted that Mr Harrison had paid the £150 annual rent for land on Paper Street. For future reference Mr Harrison required an invoice as well as a receipt.

18.3 The Financial Monitoring Officer (RW) reported that all was in good order. The Chairman thanked RW for all his work on this.

- 18.4 The Asset Register for Insurance purposes was agreed as correct and the £250 excess noted with the PC assets on the Play Area assessed as £36,000. IM proposed and seconded by RW – all agreed.
- 18.5 Review of the CGM grass cutting contract and possible renewal for 2022 to be considered at next meeting.
- 18.6 Draft budget to be included in next agenda with review of precept.
- 18.7 No councillor training identified
- 19. To review and agree the following policies in line with Policy Review Schedule**
- 19.1 Updated Policy Review Schedule – IM proposed, RW seconded - all agreed
- 19.2 Co-option Policy –IM proposed, RW seconded - all agreed
- 20 Correspondence** – Correspondence had been circulated to Cllrs by email from residents, NALC Newsletters, updates from CC Connolly, Rural Bulletin, CAN newsletters, Police updates and general circulars.
- 21 Urgent Business** – The Chairman had received reports of a man being verbally abusive and aggressive to mum’s and children in the Recreation Field and outside the Play Area. These complaints are being pursued.
- A site meeting had taken place in Clint Green between Chairman, Vice Chairman and nearby residents to discuss siting of a bus shelter. The agreed conclusion was a bus stop between the houses along the south side of the layby. Correspondence had been received from residents saying the present position of the bus stopping was dangerous. The exact position of the bus stop would be subject to agreement with both Highways and Konnect buses. **IM to action.**
- 22 To note items for next meeting agenda**
- Precept and Budget setting, grass cutting contract including Pinns hedge maintenance, Queens Platinum Jubilee celebration
- 23 Next meeting of the Parish Council**
- 23.1 Wednesday 24th November at 7.30 pm – Village Hall
Wednesday 8th December at 7.30 pm – if necessary
- 23.2 2022 Meeting Dates – to be reviewed depending on Covid guidance
Wednesday 26/01, 23/02, 23/03. 27/04, 25/05, 22/06, 27/07. 28/09. 26/10. 23/11
- 24 Passing of a resolution to exclude the public from the following items (Admission to Meetings Act 1960 and extended by s.100 of the LGA Act 1972).**
- This was proposed by the Chairman, seconded by RW, all agreed.
- 25 Clerk/RFO Recruitment**
- 9 expressions of interest, 4 formal applications received, and 3 applicants called for interview on Wednesday 10th November. The Chairman proposed, seconded by BG that the interview panel be delegated to appoint a new Clerk, subject to references. All agreed
- 26 Complaint**
- No action was necessary in the absence of the resident despite the opportunity given.
- Meeting closed at 21.45