



**MINUTES OF THE MEETING OF YAXHAM PARISH COUNCIL  
HELD ON WEDNESDAY 8<sup>TH</sup> DECEMBER 2021 AT 7.00 PM IN YAXHAM VILLAGE HALL**

Present: Cllrs Ian Martin (IM) Chairman, Richard Whadcoat (RW) Vice Chairman, Ben Conway (BC), Peter Lowings (PL) and Maggie Oechsle (MO)

In attendance: Clerk and 3 members of the public

**1. Chairman's Opening Remarks**

The Chairman welcomed colleagues and members of the public and explained that due to covid the meeting was in the Community room rather than the Myhill room. The Chairman also extended a welcome to the new Clerk. The Chairman explained that 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. As it was a very long agenda the public session would be reserved for items on the agenda only.

**2. Apologies for absence** Cllr Couves and Cllr Gust. The Chairman proposed and RW seconded.

**3. Declarations of Interest** The Chairman declared an indirect interest in 7.1 and BC declared an interest in 7.4.

**4. Public Session**

4.1 A member of the public asked for an update on Green Lane, as it was impassable for pedestrians. The Chairman reported Highways are writing to Mr Copeland and CC Connolly is involved. To be dealt with later in the meeting in 9.1.

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

CC Connolly's regular reports had been circulated. The Chairman reported on the unsuccessful attempt at persuading the Breckland Cabinet to change their mind on how the local plan is to be reviewed.

**6. Minutes of Previous Meeting**

6.1 The Minutes of the meeting held on 27.10.21

The Chairman proposed that these be agreed as a true and accurate record of the meeting with an amendment to 18.2 as a reference to annual rent had been included twice. This will be amended as a manuscript. Seconded by MO and all agreed. Minutes to be signed by the Chairman.

6.2 Clerk's Report – The Clerk read out her report and was thanked for the report which is on the website. The position of mentoring would be covered in 11.6. The report is to go out with the agenda in future.

6.3 None.

**7. Planning**

7.1 To receive and consider any new planning applications

**3PL/2021/1442/VAR** Bakers Shop Cottage & Mill Workers Cottage Norwich Road Yaxham - MO proposed to allow the change from holiday to residential use. Seconded by BC. Noted in favour 3, and 1 against. The Chairman did not participate in the discussion or the vote because of his declared interest. MO to draft a response and copy in Highways regarding the posts.

- 7.2 To note any planning responses made since the last meeting  
**3PL/2021/1452/HOU** Silver Spring Arabians Paper Street Clint Green– **No Comment**  
**3PL/2021/1441/HOU** Sunnyholme Paper Street, Clint Green – **No Comment**
- 7.3 To note any planning decisions  
**3PL/2021/1347/HOU** Orchard View Brakefield Green – **Permission**
- 7.4 Undecided Applications – update  
**3PL/2021/1247/D** The Old Post Office Norwich Road, Clint Green – Breckland waiting on Highways. No comment from the Parish.  
**3PL/2021/0629/F** Land Off Elm Close Yaxham – Chairman proposed continued objection until format reassurances are given about drainage and sewage. MO seconded and all agreed. MO to draft letter and Clerk to send letter via email to the case officer.
- 7.5 **To receive NP4Yaxham reports & agree any actions required** Badger Development and Tree Application on Church Lane delegated to NP4Yaxham. Chairman proposed and RW seconded
- 7.5.1 Sewage & Flooding –RW and MO met Matthew Lines and Ben from Highways to discuss Station Road. A Railway property pipe goes to a catchpit which is full of silt and doesn't get pumped out. If Mid Norfolk Railway was to clear catchpit it would solve the problem. Highways to write a letter to Mid Norfolk Railway to ask them to clear the catchpit.

An email had been received about flood risk from Water Management and this would be talked about outside the meeting as it been received too late for proper consideration in the meeting.

- 7.5.2 Local Plan Review & Consultation Statement of Community Involvement -The Chairman commented that the consultation was actually in breach of the requirements of the Statement of Community Involvement actually being consulted on. MO and Chairman to draft a response.

## 8. Play Area Working Group Report

8.1 - The Clerk read the report received from Cllr Couves on the Play Area :-

The play area continues to be inspected on a weekly bases, with defects recorded on the weekly report sheets. Cllr Couves feels that either The Chairman or Cllr Gust should cover the next 6 months in order to have complete transparency on inspections. The only outstanding issue that is reported weekly is the gate closing mechanisms on each gate, particularly the east gate which is still not closing automatically. Budgeting in 2022 for replacement gates is the only option as other methods for closing the gates are not viable.

The play area seems to be used on a frequent bases although weather and time of year has had an impact. The new Springer Rides have been ordered with installation not likely to be until early March 2022 due to ongoing supply chain issues.

It was noted that of the budget of £23,000, £22,487.17 had been spent to date. The Clerk was asked to reconcile the figures.

PL reported he had looked at the gates and suggested that new springs were required rather than new gates as trapping of fingers was not an issue. The Chairman suggested talking to Cllr Couves and Cllr Gust to confirm choice in advance of the January meeting. There were no legal requirements but it was good to keep the dogs out.

8.2 – The Chairman and Cllr Gust to do inspections in the New Year.

## 9. Highways and Footpath issues

9.1 – With regard to Green Lane being impassable as per 4.1 member of public had suggested a gate. An email from Adam Hinchcliffe was read by RW aloud. It was suggested

that the Clerk was to send an email with accompanying photos to Adam Hinchcliffe copying in CC Connolly to provide evidence and request a site meeting.

RW said roads are in a bad way and MO discussed the sign post at the junction. The Chairman reported that Westotec in connection with Highways have said that due to there not being any deaths no permanent sign is possible. Westotec to be asked for their ideas. PL reported on two manholes causing problems. One on Station Road between Rose Cottage and St Waltons and one opposite No.1 Dereham Road where the road surface was breaking up around it. The Chairman agreed that they would be reported.

9.2 – The Chairman explained Parish Partnership bid and SAM2 pole on Station Road.

Highways will support SAM2 with Bluetooth connection. Application proposed by Chairman, seconded by MO and unanimously agreed.

## 10 Parochial Church Charities

RW reported on the lack of people in meetings since MO had stood down in the Autumn and RW as a trustee needs the vacancy to be filled or no decisions can be made. RW proposed BC to be a trustee and seconded by MO. Vote unanimous.

## 11. Finance

### 11.1 To agree the following items for payment (November)

To Pay	Detail Invoices available for viewing	£ Total	VAT	Ex VAT
HMRC	PAYE Shortfall	234.11	-	234.11
The Clerk	November wages	55.15	-	55.15
The Clerk	Reimbursements November	11.00	-	11.00
M Oechsle	Remembrance Wreath	20.00	-	20.00
CGM	Invoices (243124 & 243287)	355.20	59.20	296.00
Harlequin	September Newsletter	89.00	-	89.00

The Chairman proposed all items be paid and MO seconded. Agreed unanimously.

### 11.2 To agree the following items for payment (December) – updated at the meeting

To Pay	Detail Invoices available for viewing	£ Total	VAT	Ex VAT
The Clerk	Wages to 31/12/2021	577.50	-	577.50
The Clerk	HWA & Expenses	39.90	-	39.90
CGM	Invoices (243668 & 243669)	328.80	54.80	274.00
Playdale	Play Equipment	1,417.54	236.26	1,181.28
NALC	Clerk's Induction Training	96.00	16.00	80.00

The Clerk reported that the Induction Training on the agenda was net of VAT and this had been adjusted on this payment schedule. Further invoices from CGM and Harlequin were also to be paid as detailed in the Clerks report.

The Chairman proposed all items be paid and RW seconded. Agreed unanimously.

### 11.3 To note any receipts – No receipts were noted.

11.4 To review the operation of the CGM contract and agree whether to renew for a further season or to re-tender.

CGM willing to undertake the contract for next year with a 3% increase to reflect inflation. If they are going to undertake the contract, they need to explain how many cuts and hedges cuts they will perform. Also, to go back to CGM or others in respect of ditch clearance. Subject to confirmation of details the Chairman proposed renewing their contract and RW seconded. Agreed unanimously.

11.5 To consider and agree the draft 2022/2023 budget and precept.

£32,473.65 spent and as over £25,000 an external audit will be required. Next year spending to return to traditional levels of spending approximately £11,000 excluding projects and Play area. The Chairman proposed the budget subject to precept and RW seconded and agreed unanimously.

MO proposed an increase in the total precept of 3% to £12,000, seconded by RW and agreed unanimously. Clerk to submit paperwork.

11.6 To consider and agree any potential training for the Clerk or Councillors. Mattishall Parish Clerk to provide mentoring support to the Clerk for the next four month for one hour per week Proposed by the Chairman, seconded by MO and unanimously agreed.

**12 Correspondence received since the last meeting**– 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.

**13 Urgent Business –**

Email to be sent to George Freeman MP about having option to return to being able to undertake meetings remotely as currently banned.

**14 To note items for next meeting agenda**

Litter Pick, 2022 Queens Platinum Jubilee celebrations and NALC encouraging all councils to adopt new Councillor's code of conduct.

**15 Next meeting of the Parish Council**

On Wednesdays at 7.00pm in the Village Hall on 26<sup>th</sup> January 2022, 23<sup>rd</sup> February 2022 and 23<sup>rd</sup> March 2022

Meeting closed at 9.00pm with no further matters arising.