



**MINUTES OF THE MEETING OF YAXHAM PARISH COUNCIL
HELD ON WEDNESDAY 28TH APRIL 2022 AT 7.45 PM IN YAXHAM VILLAGE HALL**

Present: Richard Whadcoat (RW) Chairman, Chris Couves (CC), Bob Gust (BG), Peter Lowings (PL) and Maggie Oechsle (MO)

In attendance: Clerk and 6 members of the public

1. Chairman's Opening Remarks

The Chairman welcomed colleagues and members of the public. He informed everyone that the meeting is being audio recorded by the Council.

2. Apologies for absence Cllr Ian Martin and Cllr Ben Conway. All approved this.

3. Declarations of Interest No declarations of interest were given

4. Public Session

A member of the public spoke to draw the Parish Council's attention to item 14 on the agenda and the review of the Councillors Code of Conduct. The point was made that standards state that Parish Councils Chairs can act as they see fit and that this should be documented so that residents are aware. Significant conversations with residents and authorities should be recorded and texts / emails kept for a period of time.

The member of public's desired outcome was that all seven Councillors would work alongside each other so residents feel valued and were comfortable coming forward and they should work respectively with residents. Residents' knowledge and skills should be used on projects so that they would feel they contributed and had ownership. All Councillors need to have willingness to be open, transparent and honest with everything for the good of the community and everything benefiting residents.

The member of the public went on to confirm they would not be staying beyond the public session.

The Chairman thanked the member of the public.

5. Reports from County and District Councillors

CC Connolly's regular reports had been circulated and apologies had been received from him. Nothing received from District Councillors.

6. Minutes of Previous Meeting

6.1 The Minutes of the meeting held on 16.3.2022

The Chairman asked if there are any comments on the minutes. There were none.

MO proposed, CC seconded and all agreed.

6.2 Clerk's Report – The Clerk read out her report as follows :-

Clerk submitted planning responses on behalf of the Parish Council.

Clerk informed Serco of the installation of the waste bin at the Bus shelter and they have added it to their list for collection.

1.

Clerk has informed the insurance company regarding the installation of two new springers and that they need adding to the policy.

Clerk has sent off the 30-mph extension on Norwich Road form to Harry Parkinson at Highways.

Pot hole at Station Road junction has been reported and Highways have agreed to repair it.

Drain cover on Well Hill has been reported and pictures have been sent. Highways are having problems locating it therefore Clerk will have to resubmit it.

Annual Governance and Accountability Return training has been undertaken by the Clerk.

Policies agreed are now updated and on the website.

The £300 has now been received in respect of the RTA damage to the planter.

The accounts for the year ended 31st March 2022 have been prepared and the Clerk has met with the internal auditor.

No formal recommendations to members were made by the internal auditor and as I believe that governance procedures and he is satisfied that this parish council is functioning well and is fully discharging its legal and statutory responsibilities. He was also very complimentary of the Parish website and liked the bus timetable and local weather being on there.

The Chairman thanked the Clerk for the report.

6.3. Matters arising from the minutes not considered elsewhere on the agenda

The Chairman asked if there are any matters arising. There were none.

7. Planning

7.1 To receive and consider any new planning applications

3OB/2022/0013/OB and 3OB/2022/0014/OB – Land North of Norwich Road

MO reported that in respect of the play area (0013) agreement had been reached with Flagship for a contribution of £15,000. CC was in the process of getting quotes although this was delayed as his contact currently had Covid. CC confirmed that Playdale were aware of the regulations around the closeness of the football field. MO advised that there was now a third different planning officer in place. She will write to say that an inspection of the site had been undertaken and a quote was to follow.

MO reported in respect of the provision of affordable homes (0014) the agreement was for six homes and phasing was to be by Q4 2023.

No comment. BG proposed, MO seconded and all agreed.

3DC/2022/0100/DOC - Land North of Norwich Road

MO advised that this was in respect of the road surface and given the Parish Council had no involvement no response was required

No comment. BG proposed, MO seconded and all agreed.

2.

3PL/2022/0437/HOU - Proposed Single Storey Extension to Rear including Alterations
MO reported this is not affected by the current new restrictions.

No objection. BG proposed, MO seconded and all agreed.

7.2 To note any planning responses made since the last meeting
It was noted there were none.

7.3 To note any planning decisions
3PL/2022/0188/HOU - Two Storey Side Extension with Juliet Balcony Permission
Council to note permission granted.

7.4 Local Plan review update / NP4Yaxham to review
MO / PL attended a recent meeting called by Breckland of Neighbourhood groups, of which there are seven in respect of the Neighbourhood plan review. MO had written to the Director of planning to ask if a match funded grant was available and to date had not had a response.

MO explained Breckland cannot grant planning permission where overnight accommodation is involved until the implications of the Defra / Natural England requirements of nutrient neutrality are sorted out. This affects the whole of Norfolk.

Neighbourhood plan review needs volunteers and MO will include this in the upcoming newsletter. Clerk to add to agenda for the next meeting.

8. Norwich Road bus shelter

The Clerk reported that Westcotec had provided a quote of £7,600 excluding VAT for a bus shelter. Also, Matt Lines of Highways was happy to support this under the Parish Partnership but needs written agreement and consent from those directly affected. Previous correspondence on the subject had been reviewed and residents behind the possible location were not happy with a bus shelter being sited there.

PL suggested an alternative was to put the bus shelter where it was previously but the problem was that it was difficult to see the bus coming. The Clerk confirmed that Westcotec had quoted £4,800 excluding VAT for a shelter at this location.

MO suggested a smaller shelter with a flatter lower pent roof and a less visible back and then write to residents with the proposal and ask for any objections. The Clerk is to investigate alternative smaller bus shelters with Westcotec before further action is taken.

9. Play Area Working Group Report

9.1 To consider the weekly inspection reports and agree actions arising.

Weekly inspections are continuing and there is nothing further to note.

9.2 To note the two new springers have now been installed and the slide has been fully repositioned.

9.3 CC reported that the annual inspection will be due in June. The quoted cost is £70 plus VAT for the inspection, £30 plus VAT for an inspection sheet and £40 plus VAT if CC wishes to attend. CC to get alternative quotes and report back at the next meeting.

10. Spring Lane Pumping Station

MO reported there will be flow meters put in place from Yaxham Waters to make sure that the surface water is being separated from the sewage. There is going to be new roof on the Norwich Road pumping station. Also, they are going to do some renovations to the Paper Street pumping station. Part of the reasons for the blockages is due to "fat burgers" and it is important everybody remembers the three P's. A member of the public said despite the dry conditions he still had an issue that week due to wipes.

11. Highways and Footpath issues

CC reported that three new improved signs have been put up by Highways and another one is due at Pinns Corner.

MO reported that the Parish Charities Jubilee bench will be arriving on 11th May and will be delivered to her home. MO to find out the exact location at Pinns Corner of the bench.

RB8 looks a lot better but no shingle has been put down yet.

12. Parochial Charities

MO reported that there was now a full complement of trustees in place and a meeting had recently been held. It had been agreed to amalgamate the Fuel Allotments Charity into the Yaxham Townlands Charity. BG proposed, CC seconded and all agreed.

13. Finance

13.1 To agree the following items for payment (March)

To Pay	Detail Invoices available for viewing	£ Total	VAT	Ex VAT
Clerk	Wages to 31 st March 2022	484.00	-	484.00
Clerk	HWA and expenses	25.00	-	25.00

*To be noted as already paid.

MO proposed, BG seconded and all agreed

13.2 To agree the following items for payment (April)

To Pay	Detail Invoices available for viewing	£ Total	VAT	Ex VAT
CAB	Donation	100.00	-	100.00
TDP Ltd	Jubilee bench*	501.12	83.52	417.60
NALC	Annual subscription	183.12	-	183.12
NALC	AGAR training	30.00	5.00	25.00
Playdale Playgrounds Ltd	Two Springers	1,417.54	236.26	1,181.28
ICO	Data Protection fee	40.00	-	40.00
Clerk	Wages to 30 th April 2022	361.50	-	361.50
HMRC	PAYE	18.00	-	18.00
Clerk	HWA and expenses	60.96	4.79	56.17

*Grant to be received once all expenses are incurred

NALC annual subscription had changed to £183.12 which is a 3% increase.

The Clerk stated that it was to be noted the CAB donation was a S137 donation.

CC proposed, MO seconded and all agreed.

4.

To note any receipts

Detail	£ Total	VAT	Ex VAT
HMRC VAT refund	4,621.52	-	4,621.52
RTA planter damage	300.00	-	300.00
1 st Precept payment	6,000.00	-	6,000.00

13.3 To agree the financial summary statement for 2021/22 (including statement of reserves and asset register)

The Clerk stated that it should be noted the statement of reserves needs to be changed to increase the Election Costs Reserve to £1,800.

MO proposed, CC seconded and all agreed the financial summary statement, statement of reserves and asset register.

13.4 CGM quote

BG reported he was trying to contact CGM. Their quote for the hedge cutting is excessive and they are not proactive providing evidence of work undertaken. The Clerk to follow up with CGM.

MO reported she had asked Matthew Garner if he is interested in tidying up around the Play Area and will ask him to quote for the hedge cuts. CC proposed, BG seconded and all agreed that MO to follow up the quote up to a value of £20 per hour.

13.5 Clerk bank account access

The Clerk explained the current process for receiving bank statements and how it would work moving forward for payment approval.

CC to speak to the bank to move access forward. The Clerk will provide CC with the bank details.

13.6 To receive and consider Financial Monitoring Officer's report

The Chairman confirmed as Financial Monitoring Officer he had been through all the records up to 31st March 2022 and they were all in order.

14. Councillors Code of Conduct / Policies

The Clerk explained the draft code of conduct was based on a model suggested by NALC. It was felt to be too lengthy and BG proposed, MO seconded and all agreed that the current Code of Conduct would be readopted.

The other four policies currently drafted were discussed and agreed to be deferred until the next meeting so that all councillors could properly consider them.

15. Correspondence Received since last meeting

Correspondence had been circulated to Cllrs by email from residents, NALC Newsletters, updates from CC Connolly, Rural Bulletin, CAN newsletters, CPRE newsletters, Police updates and general circulars.

It was agreed that Standing Orders be suspended to allow the meeting to extend past two hours. This was proposed by MO, seconded by BG and agreed by all.

5.

16. Urgent Business

It was noted there was no urgent business.

17. Annual Parish Meeting / Annual Meeting of the Parish Council 26th May 2022

The Clerk confirmed the Annual Parish Meeting starts at 7pm and the Annual meeting of the Parish Council is planned to start at 7.30pm.

MO informed all that a newsletter is to be sent out a week before the Annual meetings and will include the Play Area, Fat burgers, the possible Parish Councillor vacancy, Jubilee bench, Jubilee celebration arrangements and Townlands Charity changes. MO will coordinate.

18. To note the next meeting dates of the Parish Council

Next meetings to be 26th May, 23rd June and 28th July. BG stated his apologies for 26th May and MO stated her apologies for the 23rd June. The latter was then discussed and PL proposed, CC seconded and all agreed that the meeting be moved to 30th June.

19. To consider 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 rest of this meeting the grounds that it could involve the likely disclosure of private and confidential information.

BG proposed, MO seconded and all agreed that the resolution be passed.

20. Clerk / RFO Probation review

The Clerk's position was to be made permanent and this was proposed by BG, seconded by CC and agreed by all.

Meeting closed at 9.45pm with no further matters arising.