



**MINUTES OF THE ANNUAL MEETING OF YAXHAM PARISH COUNCIL  
HELD ON WEDNESDAY 26<sup>TH</sup> MAY 2022 AT 7.55PM IN YAXHAM VILLAGE HALL**

**Present:** Cllrs Ian Martin (IM) (Chairman), Richard Whadcoat (RW) (Vice-Chairman), Chris Couves (CC), Peter Lowings (PL) and Maggie Oechsle (MO)

**In attendance:** Clerk, DC Claussen and 13 members of the public.

**1. Chairman's Opening Remarks**

The Chairman welcomed Paul Claussen (District Councillor), Paul Plummer and Maggie Oechsle (both of whom are standing in the forthcoming By-Election).

The Chairman expressed his huge thanks to his fellow councillors as this was his last meeting as Chairman and Parish Councillor.

**2. To hold elections for the Chairman & Vice Chairman**

**2.1 Election of the Chairman for the ensuing year**

In line with Standing Orders, RW as vice-Chairman took the chair for item 2.1.

MO proposed herself for the role of Chair and this was seconded by IM. There were no other nominations and MO accepted the position.

RW handed the Chair to MO following her acceptance of the position of Chair.

MO as Newly elected Chairman signed the required Declaration of Acceptance of Office.

**2.2 Election of the Vice-Chairman for the ensuing year**

RW proposed himself for the role of Vice-Chairman and this was seconded by CC and all agreed. There were no other nominations and RW accepted the position.

RW as Newly elected Vice-Chairman signed the required Declaration of Office.

The Chairman presented IM on behalf of the Parish Council with a leaving gift and thanked him for everything he had done for the village.

Graham Smith from Garvestone Parish Council had sent a message thanking IM which was read out by the Chairman.

Graham Clark from Mattishall Parish Council expressed Mattishall Parish Councils gratitude for everything IM had done for not just the Parish but the community and presented IM with a gift.

PL spoke warmly and thanked both IM and Sue Martin for the enormous role they had played in the Yaxham Neighbourhood plan. PL wished IM all the best for the future.

The Chairman thanked Sue Martin and presented her with a bouquet of flowers.

The Chairman reminded all that the meeting was being audio recorded.

- 3. Apologies for Absence** Cllr Bob Gust. All approved this.
- 4. Declarations of interest** No declarations of interest were given
- 5. Public Session**

MOP stated she has heard there was a Breckland mobile food store bus. MOP asked Cllr Paul Claussen to explain what it was about. Cllr Paul Claussen explained it was not there to compete with village stores and villages are being targeted where there is a known need. Cllr Paul Claussen said that if Yaxham would like to be considered he can arrange it and the Chairman confirmed it would be very helpful if this could be done.

MOP stated a bank had been moved at Pinns Corner with a digger and no one knows who moved it. It needs to be reinstated as this stops antisocial behaviour. The Council needs to find out who moved it and ask them to reinstate it and if they cannot find out the Council needs to replace the bank.

MOP asked the question why neither of the speed signs in the village have not been working for the last 6 to 8 weeks. PL was not able to change the batteries due to his back and said BG was due to rectify this on his return from his trip away. CC confirmed he was happy to change the batteries in BG's current absence.

#### **6. Reports from County and District Councillors**

CC Connolly's regular reports had been circulated and apologies had been received from him. Cllr Paul Claussen's report has been received and would be available online.

#### **7. Committees**

Membership of the Staffing Committee to be the Chairman and Vice Chairman, CC and BC.

#### **8. Appointments**

8.1 Council Positions – RW to continue as Financial Monitoring Officer.

Cllr Responsible for Planters to be PL, Jeffery to maintain the planters supported by Louise Dye.

8.2 External Positions

Yaxham Amenities Association (YVAA) Liaison - CC

Yaxham Church of England (VA) Primary School Liaison - BC

SNAP Attendee(s) - PL

Internal Auditor - Robin Goreham

A47 Dualling / NW Link Alliance of Parish Council attendee(s) – RW

These were proposed and seconded and all agreed.

#### **9. Minutes of Previous Meetings**

**9.1.** To approve the minutes of the Meeting of the Parish Council held on 28.4.2022.

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

RW proposed, BC seconded and all agreed.

**9.2.** To receive the Clerk's Report on matters since the last meeting.

A resident of Yaxham informed the Clerk there was a water leak at The Old Post Office. Although the Clerk was not able to provide much help the resident's perseverance paid off and the matter has been sorted.

The Clerk has contacted the insurance brokers about the insurance renewal. Paperwork provided has been reviewed and will be finalised later at this meeting.

The Clerk has contacted Westcotec about their smallest bus shelters and they have provided a few suggestions that they feel are most suitable for the location.

The Clerk sent emails to all Yaxham Parishes organisations to invite them to the Annual Parish Meeting.

Clerk has prepared the Charity Accounts and contacted the Charity Auditor to arrange a date for them to be audited.

The Chairman thanked the Clerk.

**9.3.** To consider matters arising from minutes of previous meetings not considered elsewhere on this Agenda.

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

## **10. Planning**

**10.1.** To receive and consider any new planning applications - None

**10.2.** To note any planning responses made since the last meeting

Badger Homes have put in a new condition asking for the discharge regarding the supply of affordable homes.

**10.3.** To note any planning decisions.

**3PL/2022/0437/HOU** Proposed Single Storey Extension to Rear including Alterations - Permission

**10.4** Other planning issues.

**3OB/2022/0014/OB** Badger Homes

Application to modify the planning obligation to provide an off-site contribution to Yaxham PC towards the extension of the existing play area. Councillors to receive a report and to formally approve the proposal in principle.

The Parish Council is still in negotiation and hoping to improve on the current £15,000 proposed. The Parish Council is looking at a number of options to make the play area usable by children with different abilities.

The Parish Council agrees in principle to accept the contribution, the amount of which is still to be negotiated. CC proposed, PL seconded and all agreed.

### **The Norfolk County Council Local List for Validation of Planning Applications Draft Consultation for 2022**

Deferred until the next meeting.

**10.5. Local Plan update / NP4Yaxham to review**

The Chairman reminded the meeting of the issue with the new planning bill and its effect on the local plan and the neighbourhood plan. The Government acronym of BIDEN (Beauty, Infrastructure, Democracy, Environment, Neighbourhood) was also explained.

The Chairman explained that she was still waiting for an answer on matched funding from Simon Wood the Director of planning at Breckland and asked if Cllr Paul Claussen could bring up with him.

Cllr Paul Claussen added that Breckland are still waiting for the details before they could pass it on and suggested that no important work is undertaken at present.

The Chairman said that following an article in the last Newsletter, someone had shown interest in helping. Perhaps a working group should be put together and all should give it some thought ahead of the next meeting.

**11. Norwich Road bus shelter**

Highways have confirmed they are happy to support a bus shelter only with written permission from the affected residents. The Clerk to write and ask residents if they would be happy with a clear bus shelter with seating. The Cllrs made it clear they wanted to work with the residents.

Proposed by BC, seconded by CC and all agreed.

**12. Play Area Working Group Report**

Already covered in the Annual Parish meeting and nothing further to add.

**13. Highways and footpath issues**

**13.1. SAM2 and relevant requirements**

Existing SAM2 dealt with earlier in the public session and the form in connection with the Parish Partnership bid to be dealt with.

**13.2. To note any other Highways matters needing attention.**

Drain cover on Well Hill difficult to identify and location to be clarified following meeting for further reporting.

MOP mentioned manhole cover of Spring Lane had not been addressed. Clerk confirmed that Highways are monitoring.

MOP stated an issue with Highways as curbing has disappeared due to silt built up next to the footpath where the children walk. Clerk to report the issue.

**14. Parochial Charities**

Already covered in the report in the Annual Parish meeting. BC added that families in desperate need should be encouraged to come forward. Application forms were available at the Community Café, the church and the school and applications will be kept confidential.

## 15. Finance

### 15.1. To agree the following items for payment (May)

To Pay	Detail Invoices available for viewing	£ Total	VAT	Ex VAT
Westcotec*	Westcotec	60.00	10.00	50.00
Robin Goreham	Internal Audit	60.00	-	60.00
Gallagher	Insurance	742.95	-	742.95
Harlequin	Newsletter	93.00	-	93.00
Matthew Garner	Play area strimming	20.00	-	20.00
Clerk	Clerks net wages for May	383.40	-	383.40
HMRC	PAYE for May	23.60	-	23.60
Clerk	Clerks expenses for May	43.69	2.40	41.29

\*To be noted

Harlequin invoice not forthcoming at present. The Clerk authorised to make payment up to a value of £100 with a pre-signed cheque.

The Clerk explained in relation to the insurance there was the opportunity for a three-year agreement at the above rate. Cllrs asked Clerk to get a breakdown and also what will insurance increase by when the play area expands before a decision is made on the three-year agreement.

BC to get quote for cutting the hedge at Pinns Lane.

These were proposed and seconded and all agreed.

### 15.2 To note any receipts

Detail	£ Total	VAT	Ex VAT
NONE			

## 16. Policies

The following policies were agreed. Staff training, Lone working, GDPR, and Recruitment subject to changing square brackets on Staff training policy and removing yellow highlights on Recruitment policy.

RW proposed, seconded by CC and all agreed.

## 17. Correspondence Received since last meeting

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

## 18. Urgent Business

RW raised the Parish Partnership SAM2 and Parish requirement to spend £1,600 which would be match funded. As this was for a further SAM2 it was agreed that it was no longer required at this moment but they would revisit the issue if the need arises.

PL proposed, BC seconded and all agreed.

The Clerk explained that BG had asked for the following to be read out :-

“We have put up cameras and they helped near the hall, unfortunately it led to the culprits who do not pick up, moving out of camera range.

So, I thought, if I put the poo bin in the area where the fouling takes place it may help. We have to be seen to be doing something, as we are getting complaints from the occupants of St Peters Close.

I have also had complaints about the borders of the gardens backing on to playing field not being cut, I have addressed this situation with CGM and they have assured me this will be cut in future.

I also need to ask why the grass around the old Church rooms has not been cut and will ask Brian Millard to rectify this as I believe the contract is for church lane to be strimmed.”

All noted.

**19. To note the next meeting dates of the Parish Council**

30<sup>th</sup> June, 28<sup>th</sup> July and 29<sup>th</sup> September

Meeting closed at 9.15pm with no further matters arising.