



**MINUTES OF THE MEETING OF YAXHAM PARISH COUNCIL
HELD ON WEDNESDAY 30TH JUNE 2022 AT 7.30PM IN THE MYHILL ROOM AT YAXHAM
VILLAGE HALL**

Present: Cllrs Maggie Oechsle (MO) (Chairman), Chris Couves (CC), Peter Lowings (PL), Ben Conway (BC) and Bob Gust (BG)

In attendance: Clerk, DC Claussen, DC Plummer and 4 members of the public.

1. Chairman's Opening Remarks

The Chairman welcomed everyone and noted it was not the Annual Parish meeting as the agenda had said but a Parish Council meeting and informed everyone that the meeting was being recorded.

2. Apologies for Absence Cllr Richard Whadcoat. All approved this.

3. Declarations of interest No declarations of interest were given

4. Public Session

MOP raised the Breckland Mobile Food bus. After discussion the Council confirmed there was a need for it and the Clerk is to contact Breckland Community services to ask whether Tuesday afternoons were still available and if so when would be the start date so that the Parish Council could publicise this to the local community.

5. Reports from County and District Councillors

The Chairman invited DC Plummer to comment if he wished. He confirmed that he would be reporting at the next meeting.

CC Connolly's regular reports had been circulated and apologies had been received from him.

6. Minutes of Previous Meetings

6.1. To approve the minutes of the Meeting of the Parish Council held on 26.5.2022.

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

BG proposed, CC seconded and all agreed.

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

Clerk contacted Breckland's electoral services and advised them of the parish councillor vacancy

Clerk had advertised vacancy notice

Clerk contacted Highways to inform them of highway issues - Well Hill drain has been resolved
Silt on road merging to path a site visit has been carried out and issue has been resolved

Clerk contacted Westcotec regarding bus stop price

Clerk forwarded a resident's letter regarding the bus shelter to highways but has not received a response yet.

Clerk contacted Parish Partnership regarding Sam2 and established council has until March 2023 to make a decision.

The Chairman thanked the Clerk.

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

The Chairman raised the matter of the bank being raised at Pinns Corner. A MOP confirmed that this had been removed by another MOP after being informed it was no longer required but the farmer confirmed he would reinstate it.

7. Parish Councillor Vacancy

The Clerk informed the meeting that Breckland electoral services emailed to say "The period during which electors might request an election to fill the casual vacancy on your Council has now elapsed. No requests were received.

Accordingly, your Council may now proceed to fill the vacancy by co-option to take place as soon as practicable."

The Chairman informed the meeting of the application process that needs to be followed. The Clerk is to advertise the vacancy as per the Parish Council Co-option policy and inform the Councillors when this has been instigated.

The outcome of this will be discussed at the next Parish Council meeting.

8. Planning

8.1. To receive and consider any new planning applications

3PL/2022/0669/VAR Land off Shipdham Road, Westfield Road and Westfield Lane -Variation of conditions

3PL/2022/0670/D Land off Shipdham Road, Westfield Road and Westfield Lane -Variation of conditions

The Chairman explained what the variation of conditions were and suggested that as it was to be decided on 7th September that the item is deferred until the next meeting. In the meantime, it is to be investigated what other Parishes and in particular Dereham Town Council are saying.

BG proposed, CC seconded and all agreed.

8.2. To note any planning responses made since the last meeting - NONE

8.3. To note any planning decisions.

3DC/2022/0100/DOC Land North of Norwich Road – COMPLETE

3OB/2022/0034/OB Land North of Norwich Road, Discharge of Affordable Housing Scheme Schedule – permission.

8.4 Other planning issues.

Badger off-site contribution - dealt with in item 11.

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

The consultation was noted but the Parish Council feels it is not necessary to respond as it affects the mineral extraction, waste planning applications decided by Norfolk County Council and does not affect Yaxham Parish Council.

8.5. Local Plan update / NP4Yaxham review

It was felt updating the Neighbourhood Plan would be a major undertaking and cost. Mattishall Parish Council are in the process of meeting consultants. It was agreed to keep a watching brief.

9. Norwich Road bus shelter

The Chairman informed everyone that she had met with the affected residents and they would not agree to a bus shelter. A MOP repeated their concerns about the difficulties less able-bodied residents would have and the possibility of a bus stop with a bench would be explored.

The MOP also expressed their disappointment that no response had been received following their letter to appealing to Highways about the bus shelter.

The Clerk was to chase a response to the MOP's letter and raise the possibility of a bench with Highways.

BG proposed, CC seconded and all agreed.

10. The Breckland Food Bus

See item 4.

11. Play Area Working Group Report

11.1 To consider the weekly inspection reports and agree any actions arising.

"No dogs allowed" signs were noted to be in existence but it was agreed that to make it clearer a further two signs would be added onto the play area gates.

There are no actions arising from the weekly inspections other than grass cutting that had already been dealt with.

11.2 To consider quotes for Play area.

With regard to quotes for the Play Area two had been received and one was due on 1st July. All quotes were of a similar value and it was agreed to go with Action Play and Leisure's quote. The quote includes site clearance, fencing and all installation, a roundabout for able bodied and wheelchair users and a seesaw. Free space will be left for future play equipment to be added. The Chairman suggested that this would be put to Breckland as the Parish Council's recommendation.

BC proposed, BG seconded and all agreed.

12. Highways and footpath issues

The location of the SAM2 on Station Road was discussed and it was agreed to ask permission to include this on the existing 30mph sign post coming into Yaxham from Shipdham.

The Clerk to ask Highways if permission will be granted to include it there.

Highway signs covered by hedges were discussed as the Clerk had received an email regarding this from a MOP and the Clerk to raise this with Highways and confirm if it is their responsibility to uncover signs.

BG reported there was a new sign erected at Pinns Corner and he had contacted CGM to cut the footpath.

BC reported that RB8 Green Lane has had a new surface put down.

BC to speak to school about cutting the hedge.

13. Yaxham Townlands Charity

The Chairman reported there was a meeting to be held on 4th July. One grant application was to be considered and after agreement with the Charity Commission there will also be a formal amalgamation of the Fuel Allotment Charity into the Townlands Charity.

Forms for grant applications from Yaxham residents can be found at the Community Café, the Church and the school.

14. Finance

14.1. To agree the following items for payment (June)

To Pay	Detail Invoices available for viewing	£ Total	VAT	Ex VAT
CGM	Jubilee Field April visit	113.65	18.94	94.71
CGM	Jubilee Field May visit	113.65	18.94	94.71
Clerk	Clerks net wages for June	436.20	-	436.20
HMRC	PAYE for June	36.80	-	36.80
Clerk	Clerks expenses for June	59.14	2.40	56.74

*To be noted

The Clerk informed that the Harlequin invoice had now received for £89 for the last Newsletter.

CC proposed, MO seconded and all agreed.

14.2 To note any receipts

Detail	£ Total	VAT	Ex VAT
NONE			

14.3 To note the Parish Council's insurance position

The Clerk informed the Council that the Council has been insured for one year with Hiscox through Gallagher. The Chairman was correct that the Parish Council's insurance is more expensive than Mattishalls. The Clerk has told Gallagher we will look at other brokers next year as well as them as they weren't competitive. They informed the Clerk they are single insurer quote broker at the moment due to the hardening market.

14.4 To consider the Audit and Annual Governance & Accounting Report

To agree the financial summary statement for 2021/22 (including statement of reserves and asset register). These were presented and agreed at the April meeting but needed to be agreed in this meeting for the AGAR.

BC proposed, BG seconded and all agreed.

To agree to signing of the Annual Governance Statement

BC proposed, BG seconded and all agreed.

14.5 To agree the Accounting Statement.

BC proposed, BG seconded and all agreed.

14.6 Banking arrangements

The online banking arrangements had been circulated previously by email to Councillors.

It was agreed to go ahead with online banking for future payments. All agreed.

15. 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.

16. Urgent Business

The Clerk raised the email from the MOP which had been sent to Councillors earlier. The Councillors felt there was no further action required at this time and the Clerk to contact NALC for guidance.

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

28th July, 22th September and 20th October noted.

Meeting closed at 9.20pm with no further matters arising.