



**MINUTES OF THE MEETING OF YAXHAM PARISH COUNCIL
HELD ON TUESDAY 27TH SEPTEMBER 2022 AT 7.30PM IN THE DAVID MYHILL ROOM AT
YAXHAM VILLAGE HALL**

Present: Cllrs Maggie Oechsle (MO) (Chairman), Richard Whadcoat (RW) (Vice Chairman), Peter Lowings (PL), Ben Conway (BC) and Bob Gust (BG)

In attendance: Clerk and 3 members of the public.

1. Chairman's Opening Remarks

The Chairman welcomed everyone and gave her condolences at the sad loss of The Queen. The Chairman said as it was now the start of the reign of King Charles III, it was hoped that he would be able to continue to promote his interests on climate change and the environment to government ministers when appropriate.

The Chairman informed everyone that the meeting was being recorded.

2. Apologies for Absence Cllr Chris Couves. All approved this.

3. Declarations of interest No declarations of interest were given.

4. Public Session

A member of the public reported that the hedge at the top of Well Hill has been cut back further this year and the cuttings had been removed.

5. Reports from County and District Councillors

The Chairman noted that DC Plummer and DC Clausen were not present.

CC Connolly's regular reports had been circulated.

6. Minutes of Previous Meetings

6.1. To approve the minutes of the Meeting of the Parish Council held on 11.8.2022.

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

6.2. To approve the minutes of the Extraordinary Meeting of the Parish Council held on 25.8.2022.

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

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

The Clerk contacted CGM with regard to the lack of cutting of the fields and double charging on an invoice. A credit note has since been received.

The Rangers contacted the Clerk and the Clerk provided them with the location of pot holes requiring attention and highways signs that were overgrown.

The Clerk contacted Environmental Services with regard to a new litter bin at the Well Hill bus stop.

The Clerk renewed the Yaxham Parish Council website domain.

The Clerk contacted Westcotec about their availability to install the Well Hill bus stop and bench. They have a six week lead time.

The Clerk contacted Highways to check what else they required before installation.

The Clerk met with the Parish Charity auditor to discuss the audit and collect the records.

The Chairman thanked the Clerk.

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

The Chairman asked if Highways had responded regarding the SAM 2 sign on Station Road. The Clerk informed the Council that she had not had a response as yet. The Clerk to follow up.

7. Planning

7.1. To receive and consider any new planning applications.

3PL/2022/0908/VAR The Old Post Office, Norwich Road - Support

Where possible the Council would like to encourage developers to consider placing solar panels on south facing roofs. All agreed.

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

7.3. To note any planning decisions.

3PL/2022/0766/LB Yaxham House Norwich Road -**Permission**

TRE/2022/0215/TPO Oaklands Norwich Road -**Permission**

3OB/2022/0014/OB Land North of Norwich Road – **Permission**

7.4. Other planning issues.

The Chairman noted two new planning applications had been received and these are to be added to the next meeting and the Clerk to ask for an extension for the Council to respond.

7.5. Local Plan Review/NP4Yaxham

The Chairman reported that there was a need for Breckland to proceed with INF03 as quickly as possible. However, given there has already been a muddle with the Regulation 18 consultation and the need for an extra consultation period for Regulation 19, the dates given in the whole timetable are very questionable as they do not synchronise with actual practical timescales given at the outset. This will lead to delay in the eventual adoption of the Review which is already very protracted.

The Chairman asked if all were agreed that they are legally compliant.

RW asked that the Clerk asks for an answer from DC Paul Plummer to a question the Chairman had formally asked in a previous meeting.

The Clerk to contact Leader of the Council (and Andrew Darcy and Simon Wood) to ask who is checking the paragraph numbering and dates as there is obvious confusion and who is actually on the Executive Committee with oversight on the Local Plan Review.

Call for sites

The call for sites gives a total of 200 more homes in Yaxham as follows :-

5 in Spring Lane, 8-9 at Beech Farm, 25 in Elm Close, 71 in Clint Green, 85-90 at Badger Homes also 305 in Dumpling Green

These sites have been put forward and will be assessed by Breckland according to their sustainability criteria.

Mattishall have decided on a consultant to do a review. The Chairman asked should they join with Mattishall because they have the same views i.e., both want to keep the villages split with green space in between.

BC suggested a newsletter letting residents know what is happening and inviting them to a meeting on the subject. Councillors expressed concern that the response from villagers would be minimal due to previous experience.

The Chairman has suggested that Yaxham, Mattishall, and Garvestone have a joint Neighbourhood plan. They would then individually be entitled to £10,000 from locality funding towards the cost of a consultant as none of the Parishes want to become part of South Dereham.

The Chairman will report back on what other villages are doing at the next meeting.

8. Norwich Road bus shelter

The Chairman asked if everyone was happy with the letter that had been circulated prior to the meeting. All agreed and the Clerk to send the letter to the relevant residents and to confirm the price with Westcotec before giving the go ahead.

The Clerk asked if all the Councillors were happy with the colour green for the litter bin. All agreed.

9. Play Area Working Group Report

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

No report provided.

9.2 To receive update on Play area.

The Chairman informed the Councillors that Badger have paid the monies to Breckland and the Parish Council are therefore awaiting the monies from Breckland. In the meantime, the deposit of 25% to Action Play needs to be paid.

Proposed by BC, seconded by BG and all agreed.

10. Highways and footpath issues

A member of the public reported that the path opposite Beech Farm still had a build-up of silt and debris obscuring the path from the road making it dangerous for traffic and pedestrians. The Clerk confirmed that this had been reported previously and Highways have said the matter had been resolved. The Clerk to report the matter again to Highways.

BC reported that the hedge near the school has been cut back, but he is waiting for the man to come back again to ask him to cut it back further.

The Chairman thanked PL for strimming round the Dereham Road bus stop and cleaning it up.

11. Yaxham Townlands Charity

The Chairman reported there was another meeting to be held in November and as yet only one grant application had been received.

BC has reminded the school that forms are available for anybody who lives in Yaxham.

12. PC and YVAA Newsletter

The Chairman noted that there is now the need for a newsletter due to the housing on the Local plan review. The Councillors discussed how this could be included in the newsletter and how well it would be received by the village.

This was agreed to be deferred until the next meeting.

13. Finance

13.1. To agree the following items for payment (September)

| To Pay | Detail Invoices available for viewing | £ Total | VAT | Ex VAT |
|-------------------------|---|----------|---------|----------|
| CGM | Jubilee Field for August | 340.94 | 56.82 | 284.12 |
| CGM | Credit note for June | (227.29) | (37.88) | (189.41) |
| Louise Dye | Flowers for planter | 21.60 | - | 21.60 |
| Action Play and Leisure | Play Area deposit | 5,988.48 | 998.08 | 4,990.40 |
| Jeffrey Oatey | Watering planters | 120.00 | - | 120.00 |
| Clerk | Parish Council domain | 20.39 | 3.40 | 16.99 |
| Clerk | Clerk expenses for August and September | 76.50 | - | 76.50 |
| Clerk | Clerk wages for September | 594.20 | - | 594.20 |

Proposed by RW, seconded by BG and all agreed.

13.2. To note any receipts

| Detail | £ Total | VAT | Ex VAT |
|-------------------|---------|-----|--------|
| NCC SDA agreement | 378.66 | - | 378.66 |

Proposed by RW, seconded by BG and all agreed.

13.3 CGM contract

The Chairman summarised that the Council were not satisfied with CGM and therefore the contract would go out for tender.

The possibility of speaking to Serco was discussed and it was agreed not to pursue them given currently they seem to be unorganised.

The Clerk to make amendments to the draft tender document.

BC to approach Carl Bennett and Ben Copeland and speak to the school.

13.4 SAAA central external auditor appointment arrangements

The Clerk explained this was concerning the possibility of opting out of the centralised auditor appointment arrangements. Formal notification must be made to opt out no later than **28 October 2022** otherwise there was no need to do anything.

Key implications are of opting out are :-

- an opted-out authority regardless of size (including exempt authorities) **MUST** appoint an appropriate external auditor;
- the appointed auditor **must** be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).
- an opted-out authority **must** convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;
- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;
- any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by **30 November 2022** will have an external auditor appointed for it by the Secretary of State through SAAA. **This will result in additional costs of £300 which will have to be met by the authority.**

All agreed to not opt out.

13.5 AGAR / PKF Littlejohn

The Clerk explained that the AGAR had come back from PKF Littlejohn and it would be posted on the website before 30th September 2022.

14. Yaxham Parish Policy updates

New equality and diversity policy noted and 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

PL queried with the Clerk had contact been made by the bank to confirm Yaxham Parish Council details. The Clerk confirmed they had made contact and would deal with it after the mandate had been sorted.

The Chairman raised a parking issue when football games are being played, cars park along the road and on the pavement towards St Peters Close. The Clerk to send a letter to the football club to remind their visitors and players not to park on the pavement and also to let them know that the Community toilets are open and available to use on match days.

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

20th October, 24th November and 12th January were noted. To confirm at the next meeting whether there will be a meeting in December.

Meeting closed at 9.05pm with no further matters arising.