



**MINUTES OF THE MEETING OF YAXHAM PARISH COUNCIL
HELD ON THURSDAY 20th OCTOBER 2022 AT 7.30PM IN THE DAVID MYHILL ROOM AT
YAXHAM VILLAGE HALL**

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

In attendance: Clerk, DC Paul Plummer and 5 members of the public.

1. Chairman's Opening Remarks

The Chairman welcomed everyone and informed everyone that the meeting was being recorded.

2. Apologies for Absence

Cllr Richard Whadcoat, Cllr Chris Couves and CC Connolly. All approved this.

3. Declarations of interest

No declarations of interest were given.

4. Public Session

A member of the public raised the matter of parking at the bottom of Church Lane.

PL informed the meeting that a letter had been sent to the residents before. The Clerk to write a letter for PL to deliver.

5. Reports from County and District Councillors

CC Connolly's regular reports had been circulated.

The Chairman asked DC Plummer if he had found out who of the Breckland members is on the Executive member group overseeing the Local Plan which meets monthly and where are minutes of these meeting to be found.

DC Plummer confirmed that Sarah Suggitt reports to the Council her findings and is not aware of any Executive member group but there is a group of officers and she is part of that consultation.

DC Plummer said he had also been asked by the Chairman who has experience of planning and he confirmed this was everybody.

DC Plummer said he understood some of the Parishes had been having meetings and asked to be involved sooner rather than later if there was anything that needed to be actioned. If any points need to be put to him then please do so.

6. Minutes of Previous Meetings

6.1. To approve the minutes of the Meeting of the Parish Council held on 27.9.2022.

The Chairman asked if there are any comments on the minutes. BG proposed, seconded by PL and all agreed.

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

Following the last meeting an email was sent regarding the local plan review asking where can the minutes be found and also to clarify the confusion regarding dates and numbers.

Simon Wood has responded and said they will answer these points as soon as possible.

An email was sent to DC Paul Plummer regarding the Chairman's question about who on the executive member group has any knowledge about planning.

An email was sent to Yaxham Football Club regarding parking.

The Clerk informed Highways again about the build-up of silt and debris opposite Beech Farm. Highways have confirmed action is required.

An email was sent to the residents behind the proposed Well Hill bus stop and bench.

The Clerk contacted Westcotec to confirm the price and gave the go ahead for installing the bus stop and bench.

6.3. 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. BG confirmed that Highways were happy for the SAM 2 to be attached to the 30mph sign.

7. Planning

The Chairman has had discussion with Mattishall Parish Council and they are going ahead with their Neighbourhood plan review and they would be happy to help Yaxham Parish Council if a steering group could be brought together.

The Chairman asked if we should get people together to form a steering group? All agreed to progress looking at arrangements for a Neighbourhood plan review and getting a steering group.

The Chairman said the Zoom subscription should be reactivated to interview possible consultants. The Clerk to action this.

8. School parking

BG has contacted Norfolk Police to ask for suggestions to stop parents parking on the bend before the school and as yet has had no response. BG asked if BC could ask the school to send an email telling parents not to park their cars on the main road as it is dangerous. BC to action and Clerk to add to the next agenda.

9. Norwich Road bus stop

The Chairman confirmed that all but one resident had said ok. The Chairman and CC had had a site meeting with Westcotec. Highways have confirmed they own 1.4 metres of the verge and Westcotec felt this more than enough room for the bench and this would be bolstered behind with railway sleepers. Westcotec to ask Highways if the flag sign could be attached to the existing Highways sign. Litter bin to be installed on a low pole next to the bench so should not be visible to the residents behind.

The grass is being maintained by the residents but Norfolk County Council should be cutting the grass verge. Councillors to wait to Spring with regards to cutting the verge.

10. Play Area Working Group Report

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

No report provided.

10.2 To receive update on Play area.

The Chairman informed the Councillors that Action Play and Leisure have received the deposit and the equipment is on order. They will get back to Cllr Couves with an installation date.

The Chairman reported that Cllr Couves says that a safety inspection is due and he will follow this up.

The Clerk to send a thank you letter to Badger for their donation.

11. Highways and footpath issues

PL informed there is a drain cover near Yaxham Waters that rattles around when cars go over it. The Clerk to report the issue.

BG reported there was another drain cover between Spring Lane and the Mill where tarmac is broken up next to it. The Clerk to report the issue.

BC raised the issue of the telegraph pole on the corner of Cutthroat Lane opposite Yaxham Waters which restricts visibility when pulling out of Cutthroat Lane. The Clerk to report the issue to United Utilities.

BC asked where is the code for the Defibrillator? PL said that if you ring 999, they will find your location and provide you with the code.

12. Yaxham Townlands Charity

The Chairman confirmed that no applications had been received. The Clerk to remove this item from future agendas unless there was a specific need.

The Chairman explained that there is a meeting in November that she is attending along with BC, and the Charity will be looking at registering the pieces of land it owns.

The Chairman went on to question whether the land owned on Paper Street by the Parish Council is registered? PL confirmed it was.

13. PC and YVAA Newsletter

The Chairman asked what was thought of the draft newsletter and BC confirmed it was well set out. BG and PL had already made suggestions for some minor changes.

All agreed for the newsletter to be finalised as soon as possible and distributed.

14. Finance

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

To Pay	Detail Invoices available for viewing	£ Total	VAT	Ex VAT
CGM	Jubilee Field for September	227.29	37.88	189.41
PKF Littlejohn	AGAR audit fee	240.00	40.00	200.00
NALC	Councillor training	72.00	12.00	60.00
Donation*	Rememberance wreath	30.00	-	30.00
Clerk	Clerk expenses for October	35.76	-	35.76
Clerk	Clerk wages for October	401.50	-	401.50

* - S137 donation

BC confirmed that in relation to grass cutting one person he has approached was not interested in undertaking the work and he was waiting to hear back from the other. BC meeting a national company who has local sites and BC will get a price from them.

The Chairman asked if the donation should be increased to £30 and all agreed. The Clerk confirmed the donation is a S137 donation. PL to lay the wreath on behalf of the Parish Council.

Proposed by PL, seconded by BG and all agreed.

14.2. To note any receipts

Detail		£ Total	VAT	Ex VAT
Parish Precept		6,000.00	-	6,000.00
Breckland Council		19,961.62	-	19,961.62

Proposed by PL, seconded by BG and all agreed.

14.3 Change banking arrangements

The Chairman confirmed that other Parish Council had had similar problems with Barclays and a number had changed to Unity Trust online accounts. The Clerk confirmed that it was not difficult to set up an account and both the Parish Council and Charity would have to be moved. The Clerk to start the process to change.

Proposed by PL, seconded by BG and all agreed.

14.4 Parish Partnership

The Clerk informed that all bids need to be submitted by 9th December 2022. The Clerk to add this to the next meeting agenda in case there was anything to be included.

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

Sue Martin asked who she can hand over the management to of the NP4Yaxham website, email address and Facebook page. The Clerk to ask Sue to provide her with the details before it is decided who will take these items over and thank her for all she has done over the years.

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

24th November and 12th January were noted.

The Chairman asked DC Plummer when are Breckland thinking about consultation on the sites. DC Plummer said middle of January but he will confirm the exact dates. The Chairman noted that the public meeting needs to be before 12th January.

Meeting closed at 8.50pm with no further matters arising.