



**MINUTES OF THE MEETING OF THE PARISH COUNCIL  
HELD IN THE DAVID MYHILL ROOM, YAXHAM VILLAGE HALL  
at 7.30PM on THURSDAY 25<sup>th</sup> OCTOBER 2018**

**Present** Cllrs Lowings, Martin, Crummett, Harvey, and Bennett

**In Attendance** Mrs P Baldwin (Locum Clerk), and 15 residents.

- 1. Chairman's Opening Remarks.** The Chairman welcomed former councillor, David Myhill, fellow councillors, the public and Mrs Pat Baldwin as our locum Clerk. The Chairman gave recognition to those who have helped to organise the Armistice Day remembrance events and all their work. The commemorative benches have been delivered and should be installed prior to 11<sup>th</sup> November. The Chairman offered his personal thanks to all those who have arranged to have the benches delivered and installed. He also offered thanks to Cllr Crummett and Anthony Cheetham, for the restoration of the village sign, and to Simon Salter for the carved wooden poppy, which is nearing completion, and will be placed with the village sign. The Chairman also stated that when he opens the public session there is freedom of speech and he recognises that the Parish comes to the meeting and is entitled to have their say. The Chairman said he has received, this week, a request by Cllr Dimoglou to make a statement during the public session, and has agreed to this.
- 2. Apologies.**  
Cllr Goldsmith submitted an apology for personal reasons, which was accepted.  
Cllr Dimoglou was not present and had offered no apology or reason for his absence.  
County Councillor Cllr Ed Connolly had also apologised due to other commitments
- 3. Declarations of Interest.** There were no declarations of interest.
- 4. Public Session.** The accidental demolition of the bus shelter was discussed, an abandoned car being recovered a breakdown truck had broken loose and rolled into the bus shelter. There is a photographic record of the damage, as the debris will be removed by Cllr Harvey before the children return to school after half term. Cllr Harvey was thanked for volunteering to do the work. The Parish council has details of the company involved and the insurance company has been notified. There have been e-mails re the post box, it should have been in place by the 25<sup>th</sup> September, but nobody can find it. George Freeman MP was told that the royal Mail had carried out the work and was disappointed to find that he had been given the wrong information. The school is full at a capacity of 105 since the log-cabin has been utilised as a classroom. The children are pleased to be involved in village life. Sally Thurgill is due to be re-licenced, as a reader, and all are welcome to attend the re-licensing on Sunday. The Chairman gave recognition and thanked Monica who over many years had picked up litter around the village as she walked with her dogs.

## 5. Minutes of Previous Meetings.

**5.1** The minutes of the previous meeting held on 28<sup>th</sup> September were AGREED unanimously and signed by the Chairman.

**5.2** The minutes of the previous meeting held on 4<sup>th</sup> October were AGREED unanimously and signed by the Chairman.

**5.3** The minutes of the Staffing Committee held on 28<sup>th</sup> September were Noted.

### **5.4 Matters Arising.**

Cllr Martin gave an update on the matters since the last meeting.

**The Macmillan Coffee Morning:** "Brave the shave" raised 242.00 and the school donated 62.00, both donations were much appreciated. The total amount raised now stands at **£2,476.71, this is some 500.00 in excess of last year**

**The Norfolk Community Directory.** This is now on the website.

**Speed Limits.** As recommended by Ed Connolly an e-mail re the speed limit has been sent to Ben Rayner, NCC Highways.

**School.** A meeting is being arranged with Ed Connolly to get NCC to formally represent to Breckland Council how many children are at the school and future projections. Breckland must be made aware so that this can be taken into consideration when looking at future planning applications.

**YVAA Trees.** Permission in writing from the Breckland Tree Officer and work has started on the Cypress trees at the front of the Village Hall, as discussed in the extraordinary meeting. Work will continue on Sunday 28<sup>th</sup> October. Two applications were received for the position of clerk, one person was invited for interview, but the application was withdrawn as he has accepted a position with another Parish Council. The post will be re-advertised - AGREED unanimously.

**Cllr Dimoglou** has made no response to a letter sent to him from the Chairman re vote of no confidence. He should have appeared before Standards on 9<sup>th</sup> October, this has now been postponed until early November [19<sup>th</sup> November 2018].

**Planning issues with Breckland.** A letter has been sent. Cllr Gordon Bambridge has responded positively and we await a meeting date.

**Litter Pick.** This is on Saturday 3<sup>rd</sup> November will start at St Peters Church and Clint Green and the two sections will converge at the bonfire at Pinns Corner.

Highways have been notified re the potholes outside Wagtail Barn, and we await response from the Highway Rangers re the road signs.

**Dog waste bins.** The Old Post Office bin is to be relocated to Well Hill. Cllr Harvey was thanked for clearing space in which to locate the bin and for offering to arrange its relocation and the installation of the new dog waste bin at the junction between Cutthroat Lane and Paper Street.

## 6. Planning

**6.1** There are no new planning applications.

### **6.2 To consider additional information on current planning applications**

**Yaxham Waters.** Removal of pre-commencement conditions made in 2014, in particular for dealing with foul drainage. The Breckland Council case officer says that the plans are almost completed, but that no work is to commence until the application has been approved. The case officer is seeking to have in place a timetable to ensure that the work is completed satisfactorily.

**Elm Close.** Application to consolidate groundwater conditions and remove them from reserved matters. A revised condition appears to have been agreed, the case officer insists that drainage strategy has to be part of the reserved matters.

This application is likely to be going to the planning committee in November or December, a reworked application should be received after that date.

### **6.3 To receive and consider the results of planning applications.**

**TRE/2018/0225/TCA** Breckland Council have permitted YVAA to carry out the work on the trees.

### **6.4 To consider planning applications yet to be decided**

**The Old Post Office** is subject to a bat survey.

**Dumpling Green and Toftwood.** The planning committee has made site visits this week in respect of the applications indicating that the applications may go to the planning committee in the near future.

### **6.5 The Neighbourhood Plan** Please see attached report

## **7. WW1 Commemoration Events.**

Katy Marczewski, the WW1 Working Group organiser, reported that plans are progressing well. The albums are ready for display. The carved wooden poppy is almost finished, the benches are here, but it yet has to be decided how they will be erected, and who will do the work. They will need to be on slabs and the final position has to be decided. It would be nice if the school could be involved in the inauguration, details to be decided. It was proposed that the bus shelter base should be drilled and a bench fixed to it, the replacement bus shelter to be re-sited, to where the it was originally planned to site the seat, to enable people sitting in the shelter to be able to see the bus approaching. AGREED by all. A site for the second bench must be agreed as soon as possible with YVAA to prevent it being in conflict with the footballers, slabs to be purchased for the base. Cllr Harvey will transport a seat to the site, at the bus shelter and then liaise on with Cllr Lowings to decide the final position. Cllr Lowings will liaise re the bench on the Recreation Field.

The Yaxham Remembers event. The event will now commence at 2.30pm. A pianist has been found, refreshments are organised, the school to perform a WW2 song and the Women's Institute will participate. There will be a final meeting on 5<sup>th</sup> November. The seven wreaths are organised, the Parish Wreath to be laid by Cllr Lowings. All Bills to be paid in advance. AGREED.

The Time Capsule. This will contain sheets which are relevant to the village, including the building of the hall, from 1997-1988 ,formation of YVAA and the opening of the playing field. The capsule which has been purchased measures 13.5"x5.5".and has a life of approximately 200 years, but will not be ready by 11<sup>th</sup> November. This is to allow time to organise material hopefully for the school to be involved. Items to capture 2018, or the period covering the past 100 years. Residents will be requested to produce material for the next Parish Council meeting. The Village Sign stonework will be completed by 11<sup>th</sup> November.

Leaflets will go out with Poppy Collection.

## **8. Village Consultations**

See attached sheet detailing the results of the consultation.

**The bus shelters.** It is important to consider residents views if a bus shelter is to be outside their house. To erect a bus shelter at Elm Close may be affected by future development and the potential traffic refuges. If the current application is approved the bus shelter would need to be moved, this is probably be the most important shelter. The one opposite Elm Close is a problem as the resident by the bus shelter is opposed to the siting of it outside her house.

**Speed awareness signs.** It was suggested that signs which record traffic data may be beneficial, costs to be investigated and choices and consequences considered at the next meeting. Supported in principle, but costs are important.

**Village Gates.** Potential siting of the gates was discussed, no final decision made. It is necessary to liaise with NCC to ascertain the implications of moving things and whether or not we need to revise our Parish Partnership bids.

Cllr Martin will bring recommendations on the Parish Partnership bids to be considered at next meeting.

## 9. Finance

### 9.1 Payments Approved

	Pay	Detail	Gross	Vat	Ex-Vat	Cheque
i.	P Baldwin	September Salary & Expenses	£90.00	£0.00	£90.00	101116
ii.	Realise Futures	2 x WW1 Benches	£1,549.70	£258.28	£1,291.42	101117
iii.	Glasdon	Dog Waste Bin	£ 212.04	£ 35.34	£ 176.70	101118
iv.	EOE	Oct. Newsletter	£ 192.00	£ 0.00	£ 192.00	101119
v.	PKF Littlejohn	External Audit	£ 240.00	£ 40.00	£ 200.00	101120
vi.	Ian Martin	Time Capsule	£ 39.30	£ 0.00	£ 39.30	101121
vii.	Parish on line	Mapping Website	£ 36.00	£ 6.00	£ 30.00	101122
viii.	Daryll Banyard	WW1 Expenses Albums & Printing	£ 34.54	£ 4.66	£ 29.88	101124
ix.	Jackie Cook	WW1 Expenses Poppy's & crosses	£ 81.90	£ 0.00	£ 81.90	101125
x.	YVAA	S137 Grant	£1,500.00	£ 0.00	£1,500.00	*

\* AGREED unanimously at the meeting that the cheque for the grant to YVAA could be written outside the meeting upon receipt of the final invoice.

**9.2 To note receipts.** There were no new receipts.

**9.3 Income and expenditure versus budget.** The position to 31.10.18 was presented by Cllr Martin as acting RFO and AGREED unanimously. It was noted that the WW1 benches are to be added to the asset register, which may increase insurance costs.

**9.4** It was noted that Cllrs Lowings and Martin are to go on a leadership course on 5<sup>th</sup> and 12<sup>th</sup> November 2018.

**The meeting was closed** to allow a member of the Public to speak. A question was asked re the Portakabin and the grant to YVAA by the Parish Council. As previously reported at the 28<sup>th</sup> June meeting, the internal auditor had advised the Council that if the Portakabin was gifted to YVAA then the Council would need to refund the VAT. The Council AGREED at that meeting to offer to lease the Portakabin to YVAA and retain it as an asset. As regards the s137 Grant of £1,500 to the YVAA for the removal of the Cypress trees at the front of the Village Hall, this was to support the YVAA and in turn the YVAA had waived room-hire charges for five years.

**The meeting was then re-opened.**

Cllr Martin reported that the PFK Littlejohn has concluded its external audit for a fee of £240.00 against a budgeted amount of £120.00, because of the change in auditors. This is a 'one off' audit. However, it was disappointing to see issues raised

in the audit report as regards the Council's governance statement, although these were minor and did not prevent signing off of the audit. Issue raised included: the clerk not being paid via PAYE, as raised by the Internal Auditor; the table of variances was not properly explained; and arrangements for the public to have access to the accounts were not correct. The report must now be published on the website.

## **10. Correspondence**

The correspondence had previously been circulated via e-mail, including details of the Citizens Advice Bureau AGM on 6.11.18 at Breckland's Offices. All noted.

## **11. Highways**

**11.1 Potholes-** these had already been covered at a previous meeting.

**11.2 Traffic signs** – The Rangers have been advised that the village sign Mattishall/Clint green end of the village needs repair. The Rangers will not cut overgrown hedges that are obscuring traffic signs, it is the responsibility of the adjoining land owners, councillors volunteered to approach landowners verbally or, where they cannot be contacted, to write a letter to them asking them to clear vegetation which is obscuring signs

**11.3 Road Name Signs.** It is the responsibility of the District Council to clean road name signs. Breckland Council will be contacted and a request will be made to clean the following signs: 1 x St Peters Close sign at the entrance to St Peter's Close; 1 x Norwich Road sign at the entrance to St Peter's Close; 2 x St Peters Close at the entrances to 1-6 Norwich Road; the Stone Road sign on Stone Road at Junction with Norwich Road; Spring Lane at junction with Norwich Road.

## **12. To Note any Items for the next meeting agenda**

The Budget, The Parish Partnership, The precept

**13.** The next Parish Charity meeting will be on Thursday 22<sup>nd</sup> November 2018 at 7pm and the next Parish Council meeting will be on Thursday 22<sup>nd</sup> November 2018 at 7.30 pm.

**Attachment – NP4Yaxham Working Group Report**

## Attachment

## Yaxham Village Consultation - Highways 09 2018

Form Number	Total Forms	Village Hall	Church	Yaxham Waters	School	Email
Post Box/Email	60	12	11	14	20	3
Post Code		Yaxham	Clint Green	Total		
Area		32	23	55		
Road		58%	42%			
SPEED SIGN		Yes	No	Yes	No	
Q1. Do you think a new Speed Sign it is a good idea?		57	1	95%	2%	
Q2. Do you think Village Gateways are a good idea?		40	17	67%	28%	
Q3. Do you think bus shelters are a good idea?		57	3	95%	5%	
VILLAGE GATEWAYS						
Q3. Where should these be located? <i>Please vote for 3</i>						
Yaxham, Dereham Road, 30mph signs		32	0	53%	0%	
Yaxham, Norwich Road, 30mph signs		15	0	25%	0%	
Yaxham, Whinburgh Road, 30mph signs		26	0	43%	0%	
Yaxham – Station Road, 30mph signs		8	0	13%	0%	
Clint Green, Norwich Road, Eastern End		25	0	42%	0%	
Clint Green, Norwich Road, Western End		12	0	20%	0%	
Clint Green, Well Hill, Southern End		10	1	17%	2%	
BUS SHELTERS						
Q8. Where should they be located? <i>Please vote for 3</i>						
Yaxham – K4 Dereham Road, Dereham Direction		25	0	42%	0%	
Yaxham – K4 Dereham Road, Norwich Direction		23	0	38%	0%	
Yaxham – K4 Norwich Road, Norwich Direction		14	0	23%	0%	
Yaxham – K4 St Peters Close, Norwich Direction		36	0	60%	0%	
Yaxham – K4 Elm Close, Dereham Direction		28	1	47%	2%	
Clint Green – K4 Norwich Road, Norwich Direction		31	0	52%	0%	