



**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
HELD IN THE DAVID MYHILL ROOM, YAXHAM VILLAGE HALL
At 7.30pm on Thursday 16th May 2019**

Present: Cllrs Lowings (Chairman), Martin (Vice-Chairman), Oechsle, Whadcoat, Cheetham, Couves and Gust.

In attendance: Mrs V Turner (Clerk), 44 members of the public, NCC Cllr Ed Connolly and Breckland Cllr Paul Claussen.

1.0 Chairman's opening remarks

The Chairman welcomed all those present in the public gallery as well as the newly elected Members of the Parish Council. The Chairman acknowledged all those that voted in the May elections and thanked all the Yaxham electorate for their support in ensuring a democratic process. He also tendered his thanks to George Crummett and all those involved in clearing the debris arising from the vehicle damage to the planters earlier in the week.

2.0 To hold elections for Chairman and Vice-Chairman for the coming year

2.1 Election of Chairman

Cllr Lowings proposed himself as Chairman and was seconded by Cllr Whadcoat.

Cllr Oechsle proposed Cllr Martin for Chairman; this was seconded by Cllr Gust. The Chairman proposed both nominations for election. Cllr Martin received the most votes and was declared Chairman. Cllr Martin signed the Declaration of Acceptance of Office and this was witnessed by the Clerk. Outgoing Chairman Peter Lowings handed over the meeting to Cllr Martin.

2.1 Election of Vice-Chairman

The Chairman called for nominations for Vice-Chairman and Cllr Cheetham proposed Cllr Oechsle, seconded by Cllr Lowings and Cllr Gust. Cllr Lowings declined to stand. In the absence of further nominations, Cllr Oechsle was **AGREED** as Vice Chairman, and duly signed the Declaration of Acceptance of Office Form, witnessed by the Clerk. The Chairman thanked Cllr Lowings for his service to the Parish Council in his capacity of Chairman over several difficult years and stated that he looked forward to working with him over the forthcoming 4-year term.

The Chairman also said it was right to recognise the roles of the four Cllrs who had voluntarily stood-down at the election, Cllrs, as were, Crummett, Bennett, Harvey & Goldsmith. Mr Crummett was presented with a framed Certificate of Appreciation from the Parish Council for his long service as Cllr and Chairman of Yaxham Parish Council. The others will be invited to the next meeting to receive suitable recognition.

3.0 Apologies None received.

4.0 Declarations of Interest. None declared.

5.0 Declaration of Acceptance and Policies

5.1 To receive Councillors' Declarations of Acceptance of Office - Received.

5.2 To present all Councillors with copies of Standing Orders, Code of Conduct, including the Disclosure of Interests, Financial Regulations and the Yaxham Neighbourhood Plan Received by Councillors.

5.3 To draw Councillors' attention to FoI, GDPR, Health and Safety, Safeguarding and other Policies on the Council's Website The Chairman directed Councillors to read the documentation on the Yaxham.com website.

Public Session

A member of the public asked for an update with regards the situation at The Old Post Office and the pending planning application. The Chairman confirmed that the outstanding Bat Survey would mean that the application could not be advanced at present. He reassured the Public that a full update would be sought from the Case Officer prior to the next meeting.

The Chairman of the YVAA presented a box of Roses chocolates as the agreed annual peppercorn rent of the Portakabin due to the Parish Council at this time. The Chairman thanked him and the chocolates were circulated to both Cllrs and the public.

The Chairman of the YVAA expressed a desire for Cllr Lowings to continue as delegate of the Council to the YVAA Committee.

A member of the public reported that there was still no signage on Dereham Road.

Remedial works to Bridge on Dereham Road – update requested. The Chairman confirmed that Highways had been contacted and that should a response not be forthcoming, Cllr Connolly would be asked for his input.

A member of the public asked for clarification on the election of Officers on the Parish Council. The Chairman explained the protocol.

7.0 Reports from County Councillor and District Councillors

Norfolk County Council - Cllr Connolly praised the Parish Council and the public for their attendance at the Annual Parish Meeting and applauded the diversity of the village community provision. His report included a summary of funding increases including those for Early Years and Family Services as well as library, museum and community-centred investment. He went on to explain about a new voluntary Norfolk Partnership funded by NCC known as Life Connectors, which will deliver a service to combat loneliness and social isolation across communities in Norfolk, including Breckland.

Cllr Connolly encouraged members of the public to use the online reporting system for Highways issues.

He confirmed that the £1,000 allocated to Yaxham Parish Council from the Members' Allowance was currently being processed for release.

The Number 17 Bus – Cllr confirmed that the bus was still scheduled to serve the village on a Tuesday and a Friday and encouraged the 'use it or lose it' ethos.

Cllr Connolly concluded his address by congratulating all the newly appointment Councillors on their election and thanked Cllr Lowings for longevity of service and tireless devotion to the village both in official, and unofficial, capacities.

Breckland District Council – Cllr Claussen commended the demonstration of democracy in the recent Ward Elections and praised the outgoing Chairman's commitment to his role across his term. He emphasised local government's intention to shun reliance on Central Government funding and summarised the New Homes Bonus and its impact on the local area. He confirmed that Developers were still reticent to undertake projects after planning approval.

8.0 Minutes of Previous Meetings

8.1 To approve the Minutes of the previous meeting held on 25th April 2019.

The Minutes were unanimously **AGREED** as a true and accurate record and were signed by the Chairman.

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

The Clerking Matters Reported is attached and was **NOTED**.

8.3 To consider matters arising from the Minutes of the previous meetings not considered elsewhere on the Agenda None noted.

9.0 Committees

9.1 Review Terms of Reference.

9.1.1 Staffing Committee

The Chairman outlined these and they were **AGREED**

9.1.2 NP4Yaxham Working Group

The Chairman summarised these and they were **AGREED**

9.2 Appointments

9.2.1 Staffing Committee

Chairman, Vice Chairman, Cllr Couves and Cllr Gust.

- 9.2.2 New Committee – Parish Council Working Group - to Agree Terms of Reference** – All Cllrs encouraged to attend this Working Group to establish a 12-month plan of actions and objectives. First meeting to be held in June/July with full reporting to the Parish Council.
- 10.0 Appointments**
- 10.1 Council Positions**
- 10.1.1 Responsible Finance Officer (RFO)** – Cllr Martin has been acting RFO for the previous months but will hand over the role to the Clerk after the Internal Audit is complete on 31.07.19.
- 10.1.2 Financial Monitoring Officer** - Cllr Whadcoat to act as the Member responsible for verifying the reconciliations on a quarterly basis.
- 10.1.3 Cllr responsible for Planters** – Cllr Cheetham – a Budget of £200 was **AGREED** for repair of the damaged planters.
- 10.2 External Positions**
- 10.2.1 Yaxham Village Amenities Association (YVAA) Liaison** deferred to next meeting
- 10.2.2 Yaxham Church of England (VA) Primary School Liaison** Bob Gust
- 10.2.3 Fuel Allotment Charity Appointment (1)** Deferred to next meeting
- 10.2.4 Town Lands and Other Appointments (3)** Deferred to next meeting with the Clerk to write to both charities to clarify who were the existing Parish Council representatives.
- 10.2.5 SNAP Attendee(s)** Cllr Couves and Cllr Lowings
- 10.2.6 Any Others**
A47 Dualling Alliance & NWL Liaison Group – Cllr Lowings and Cllr Whadcoat.
- 11.0 Planning Matters**
- 11.1 To receive and consider the following new planning Applications**
None received.
- 11.2 To receive and consider any additional information on current planning applications**
3PL/2018/0077/VAR – Yaxham Waters – A résumé of proposed works to the site has been received; the Chairman warned that there would potentially be disruption along Dereham Road whilst Anglian Water undertook sewage installation.
- 11.3 To receive and consider results of planning applications**
3PL/2019/0304/HOU 51 St Peter’s Close, Yaxham, NR19 1RN – Permission granted.
- 11.4 To consider planning applications yet to be decided**
3PL/2018/0021/D - Development Site, Land Off Elm Close Yaxham NR19 1RW
Residential development - 42 dwellings. Chairman to request update from Planning Officer and NP4Yaxham Working Group to pursue matters with the land owner and the developer.
3PL/2018/0312/F The Old Post Office, Norwich Road Yaxham NR19 1AB - Chairman to request update from Planning Officer.
- 11.5 To receive and consider the latest report on the Neighbourhood Plan and the Local Plan**
The NP4Yaxham Working Group Report is attached and was **NOTED**.
- 12.0 Finance**
- 12.1 To consider next steps with the current Parish Partnership Grant awards**
Cllr Martin thanked Cllr Connolly for the £1,000 pledged from his Members’ Fund. An update with regards the Village Gateways was pending from Highways Department, and the Clerk was seeking new quotes for the bus-shelters as the original supplier had ceased to trade.
- 12.2 To consider and agree insurance arrangements from 1st June 2019**
Cllr Martin confirmed that a new Insurance Schedule had been submitted to Came and Company who had returned three quotes for consideration in readiness for the policy renewal on 01.06.19. It was **AGREED** to renew the quote with the current provider *Inspire* at £372.63 pa fixed-cost for a three-year period.
- 12.3 To consider and approve the following payments**
The following payments were considered and **AGREED**. Invoices can be viewed on request.

	To Pay	Detail	£ Total	VAT	Ex VAT	Chq No
i.	Clerk	May Salary & Meeting Expenses	£354.56	£0.00	£354.56	101155
ii.	EOE	April Meeting and Banner Printing	£44.51	£7.42	£37.09	
		Election Newsletter	£54.00	£0.00	£54.00	
		Neighbourhood Plan Copies	£141.26	£23.54	£117.72	
		May Meeting Printing	<u>£35.70</u>	£5.95	£29.75	
		Total	<u>£275.47</u>			101152
iii.	SLCC	Clerk's Membership Fee	£114.00	£0.00	£114.00	101153
iv.	Came and Co	Insurance Premium pa for 3 year agreement at a pa cost of	£372.63	£0.00	£372.63	101154

12.4 Bank Account Arrangements

12.4.1 Agree three signatories (any 2 to sign) – Cllr Martin, Cllr Lowings and Cllr Couves.

Cllr Martin to arrange for the removal of historical signatories.

12.4.2 Agree Bank Account arrangements – internet access for monitoring

It was **AGREED** that cheques would continue to be used as opposed to the BACS method to facilitate audit trails. It was **AGREED** to defer the decision to allow internet access for monitoring purposes until the signatories had been amended.

12.4.3 Consider opening a new deposit account

It was **AGREED** to defer this decision until the signatories had been amended.

12.5 To consider the next steps for the Clint Green Bus Shelter, possible replacement, and potential relocation of the bus-stop

Clerk to liaise with Highways Department with regards potential relocation of the stop to a point east of Well Hill and then to contact *Konnect* for their views.

12.6 To consider and approve any councillor/clerk training that may be required, including the proposed whole council Effective Councillor training

It was **AGREED** that all councillors and the Clerk should attend the all-council training over two evenings for a cost of £349+VAT.

13.0 Highways

Matters raised earlier were noted. It was **AGREED** that considering the recent collision which damaged the planters, the Chairman should contact John Cotton (Highways), copying-in Cllr Connolly, with a view to establishing potential measures open to the village to prevent further safety and damage issues at this crossroads.

14.0 Correspondence (previously circulated via email)

Breckland Council Minutes and Agendas, Norfolk NALC Newsletter, Police Newsletter, CAN Newsletter and RSN Newsletter previously circulated.

15.0 Urgent Business Nothing raised.

16.0 To note items for the next meeting Agenda, including items from the APM

VE Day Celebrations, Internal Audit, AGAR, Outstanding Appointments, Bus Shelters and potential relocation

17.0 Date of the next Parish Council Meetings

It was agreed to commence all future meetings at 7.00pm and to bring forward a week the meetings in June and July.

Parish Charity Meeting 7pm Thursday 20th June 2019

Parish Council Meeting 7.30pm Thursday 20th June 2019

Parish Council Meeting 7.00pm Thursday 18th July 2019.

There being no other business, the meeting closed at 9.15pm.

Attachment – Clerking Matters Report

The Clerk has completed the NALC training course 'Standing Orders'. Provisional dates for NALC Effective Councillor training have been booked for Wednesday 3rd July and Monday 8th 2019, to be held at the David Myhill Room, Yaxham Village Hall, subject to ratification by Council this evening. Other NALC training details have been circulated to Councillors which are being held to develop and enhance good practice.

There was again an Emergency Closure of Cutthroat Lane on 7th May for essential BT works.

The Parish Council has contacted the A47 Alliance who monitor the plans for dualling the A47 from Easton to Hockering, and the liaison committee for the Norwich Western Link planned to connect the A47 to the western end of Broadland Northway (formerly known as the NDR) – which is called the North Western Link. The Council has asked to be included on the circulation list for updates as well as receiving minutes and agendas for both these groups.

Damage to Planters – a road traffic incident on Monday 13th May at 1am resulted in a car careering into the planters at the junction of Church Lane, Norwich Road and Whinburgh Road – the second occasion in just over 2 years. Despite the apparent destruction, past and present parish Cllrs and parishioners valiantly restored the planters and put up safety barriers and notices. The completing works will follow – with thanks to George Crummett, Anthony Cheetham, Jeffrey Oatey and Ian and Susan Martin. The acting RFO estimates the total cost of repair is likely to be below the insurance excess of £250 and will be met from the Parish Council's reserves.

Cheques agreed at the last meeting have been sent out, and the financial files for the Council and the Charity have been passed to the Internal Auditor, whose report will come to the June meeting.

Election Results were circulated in a Parish Council Newsletter.

The Chairman's report, and updated list of Yaxham Elected Representatives will be included in the forthcoming YVAA's "Yaxham Community News".

NCC Highways' Parish Partnership Grant letters have been signed and sent to Highways with reference to the new Bus Shelters and Parish Gateways. On the Parish Gateways we await NCC to advise us of their installation. On the bus-shelters to the constraints of local elections, the Clerk will now approach suppliers for two further quotes to for the two new the bus shelters. Likewise, NCC Highways and Konnect will be contacted about the possible relocation of the Well Hill bus-shelter.

The Clerk has written to Yaxham School regarding the Time Capsule to advance this project to commemorate the cease-fire of 1918. The WI and St Peter's are also gathering material. The Clerk would welcome any comments and suggestions from the public with regards this project.

The Council have been notified by Norfolk NALC of the impending VE Day 75 event next year, which will take place over the weekend of 8-10 May 2020. They are hoping that our Parish will be one that ensures Norfolk 'leads the way' in celebrating the 75th Anniversary of VE Day next year. We are invited to register for involvement in the celebrations to receive ongoing updates and for us to download materials for our own use, as well as advice on informing the media of our involvement nearer the time. This will be on the next meeting's agenda.

Lastly, the Annual Parish Council Meeting took place this evening and my thanks to all the people and organisations that helped make this possible.

Vicky Turner

Clerk to Yaxham Parish Council

16th May 2019

Attachment – Report of the NP4Yaxham Working Group

Although our Yaxham Neighbourhood Plan was adopted in June 2017 and so became part of the formal planning process, we have still been busy. The Breckland Local Plan Examination took place last summer and we need to record that councillor Dimoglou put in 9 separate submissions particularly raising the spectre of Local Service Centre status for the village once again. This flies in the face of the community desire to remain small and rural and also the decision of the Parish Council for the village not to be a LSC. Residents may remember that he spoke on behalf of the Lanpro development of 25 more homes along the Norwich Road and sadly, because Breckland still does not have a 5-year housing land supply, on appeal, the Planning Inspector allowed the outline permission for this land to be developed. There was very considerable village objection to this proposal as well as Breckland planning committee refusing the application twice. The NP4Yaxham Working Group, with the support of the Parish Council made the decision to investigate pursuing this through a Judicial Review as there were a number of inaccuracies made by the Planning Inspector, but these did not add up to a strong enough case to incur the considerable legal costs involved in any Judicial Review.

So, we still need to keep a very watchful eye on any planning applications and we hope that the Local Plan will finally be adopted this autumn. Once it is in place then the planning policies of the Neighbourhood Plan come into play again because the housing land supply figures will have been agreed.

We have learned along the route that what happens in the Breckland district has an impact on the villages if the proposed large developments are not being built quickly enough. Our Neighbourhood Plan is a material consideration and is our line of defence in the face of aggressive development. It isn't yet working as we had envisaged but any Plan is a lot better than no Plan.

However, all our considerable efforts with Breckland Council officers have borne fruit and we have had a number of meetings to ensure that all information they hold on the village is accurate and they don't accept any misleading and erroneous statements from developers or anyone else.

As always, I would like to thank the hard-working members of the Working Group for their continued support and thank those who have left the WG due to work commitments.

On behalf of the Group I would also like to thank the many residents who have actively supported the WG in our work on behalf of the community. In the face of opposition, it has been a tonic at times to know the community is behind us.

Maggie Oechsle
Chairman of NP4Yaxham
16th May 2019