



**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL  
HELD IN THE DAVID MYHILL ROOM, YAXHAM VILLAGE HALL  
At 7.30pm on Thursday 20<sup>th</sup> June 2019**

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

**In attendance:** Mrs V Turner (Clerk) and 14 members of the public.

**1.0 Chairman's opening remarks**

The Chairman welcomed all those present. Former Cllr Bennett was presented with a certificate and publicly thanked for his long and dedicated service to the Parish Council. Similar awards are pending presentation to former Cllrs Goldsmith and Harvey. David Myhill was also commended for all his work for the community both on, and off, the Council. The Chairman explained that the newly formed Parish Council Working Group had met earlier in the month and in line with discussions at this meeting, noted the introduction of name cards, less formal terms of address i.e. use of first names, and the new table and seating plan which are all hoped to make meetings less formal and create a more informal atmosphere for Council and Parishioners.

**2.0 Apologies** – All Cllrs present. Norfolk County Cllr Connolly and District Cllr Claussen passed on their apologies for absence.

**3.0 Declarations of Interest** None declared.

**4.0 Public Session**

Residents raised ongoing concerns about hazardous parking near the school. It was **AGREED** that the Parish Council should approach the school to suggest partnership approach in tackling this issue. Cllr Gust to contact the school to arrange a meeting before the end of term. Residents to email the Clerk with any photographic evidence obtained in the interim.

**5.0 Report from County Councillor and District Councillor**

Cllr Martin delivered the Breckland Council report in his capacity as District Cllr. The Report was **NOTED**.

**6.0 Minutes of the Previous Meeting**

**6.1 To approve the Minutes of the previous meeting held on 16<sup>th</sup> May 2019.**

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

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

The Clerk's Report was **NOTED** and is attached.

**6.3 To consider matters arising from the Minutes of the previous meetings not considered elsewhere on the Agenda**

The issue of protecting the village planters from further road traffic damage was deliberated; the suggestion to adhere reflective strips on the road-facing surface to be an Item on the next Agenda.

**7.0 Planning Matters**

**7.1 To receive and consider the following new Planning Applications**

**3PL/2019/0634/F** Elm Close. Change of use of land and installation of surface water drainage detention basin. Cllr Oechsle reported on the recent meeting with Breckland Planning Case Officer for this development. Cllr Cheetham explained to the meeting in more detail, the implications of surface water flood risk. It was **AGREED** that a letter outlining the Council's ongoing concerns should be sent to the Planning Authority as soon as possible in order that a

better-informed Council could consider the matter more fully at the next meeting. Item to be included on the forthcoming Agenda for July meeting.

- 7.2 To receive and consider any additional information on current Planning Applications**  
**3PL/2018/0021/D Development Site**, Land Off Elm Close Yaxham NR19 1RW 42 dwellings – Cllr Oechsle reported that the planned housing now all met national guidelines, which was an improvement. There was a need to address the on-site play space provision and the off-site Highways issues of the traffic refuges and the narrowing of the entrance to Church Lane. Meetings would be arranged with Mr & Mrs Morfoot, the owners of the land, and Flagship Homes – the developer.  
**3PL/2010/1361/F** Erection of 255 dwellings with associated open space, Land East of Yaxham Road, South of Dumpling Green, Hopkins Homes – The Planning Officer’s recent recommendation of approval, and the anticipated traffic escalation in the locality was discussed, along with the additional ramifications likely resultant of neighbouring development in Toftwood of 291+ homes. Concerns that flooding risk may not have been fully considered with this neighbouring development pending, were debated and it was **AGREED** that the Chairman would raise the concerns of the Parish Council at the Planning Committee Meeting taking place on 24<sup>th</sup> June in his capacity as District Cllr. Cllr Gust to attend and speak on behalf of the Parish Council the flooding issues.
- 7.3 To receive and consider results of planning applications - None**
- 7.4 To consider planning applications yet to be decided**  
**3PL/2018/0077/VAR** Yaxham Waters, Dereham Road Yaxham NR19 1RF. The Chairman confirmed that sewage installation works should be completed by the end of June and that an open invitation had been extended to Tim Hays to attend a meeting to address Cllrs and residents on the ongoing development of the site. The issues surrounding the unannounced roadworks on the B1135 were discussed and the Chairman confirmed that the absence of the TRO and poor practice of on-site contractors had been reported, issues rectified, and the three-way traffic system now replaced with a two-way one.  
**3PL/2018/0312/F** The Old Post Office, Norwich Road Yaxham NR19 1AB – No new information reported with regards this application.
- 7.5 To consider action as regards William H Brown ‘For Sale’ Notice on Norwich Road** – Legally there is little the Council can do to insist the sign is taken down. It was **AGREED** that the Council would send a letter to informally request the sign be removed.
- 7.6 To receive and consider the latest report on the Neighbourhood Plan and the Local Plan** – In light of detailed discussions with regards on-going Planning issues, no further Report was deemed necessary at this evening’s meeting.
- 8.0 Yaxham Parish Council Plan**
- 8.1 To consider the Report of the Parish Council Plan Working Group** – The Chairman reported future plans and objectives for the Council were currently being drafted and would be ready for further consideration at the next meeting. Clerk to include on the next Agenda.
- 9.0 Finance**
- 9.1 To consider and agree the Parish Partnership Grant award for the new SAM2 sign** – The grant payment from the Parish Partnership has now been awarded. The overall cost of the sign is £3150.00 which will be funded via £1575.00 from the PP Scheme, with a further 1K grant awarded from Cllr Connolly’s Member’s Fund which leaves a balance of £575.00 for the Parish Council to contribute. Having considered the award, the Chairman **PROPOSED** that the forms be signed and returned to NCC. This was unanimously **AGREED**. It was **AGREED** that Cllr Gust and Cllr Couves be responsible for maintenance of the SAM2 and collection of data.  
**Shared SAM2 Sign** – it was suggested that Garvestone Parish Council be approached with a view to establishing if they might be willing to make a financial contribution for sole use of this sign. It was **AGREED** that Garvestone be approached and the result reported back to the next meeting.
- 9.2 To consider the quotations for the new Bus-Shelters in Norwich Road and Dereham Road, and agree the preferred option to put to NCC Highways for the Parish Partnership Grant**  
The Chairman confirmed to Cllrs that NCC had pledged 50% matched funding for replacement

bus shelters, originally in December 2018. Quotations and specifications were circulated prior to the meeting for Cllrs information and after some debate, it was **AGREED** that the Clerk and the Chairman would assess the quotations further and place an order for two bus-shelters at a cost of up to £4,000 each.

**9.3 The following payments were considered and AGREED.**

	To Pay	Detail	£ Total	VAT	Ex VAT
i.	Clerk	June Salary and Expenses (Including: June Meeting's Printing)	£356.57 £ 11.40	£4.56 £ 1.90	£352.01 £ 9.50
ii.	EOE	May meetings' printing	£62.40	£10.40	£52.00
iii.	Jeffrey Oatey	Restoration of the Planters	£95.80	£4.30	£91.50
iv.	Catherine Moore	Fee for Internal Audit of Accounts	£120.00	£20.00	£100.00
v.	YVAA	Yaxham Community News – June	£40.00	£0.00	£40.00

**9.4 To note any receipts since the last meeting – None to note.**

**9.5 To receive and consider the Internal Auditor's Report and Recommendations**

The Internal Auditor's Report was circulated to Cllrs prior to the meeting. No matters were raised for discussion other than the Auditor's recommendations which were that the Clerk be paid on a PAYE system as opposed to cheque. Clerk to set up payroll system asap. There was also one item where -VAT had been reclaimed which needs reversing - RFO to action. The Report was NOTED.

**9.6 To complete and agree the Annual Governance and Accountability Return (AGAR) and the arrangements for the posting of notices for the Public's right to inspect the accounts**

The Chairman confirmed that the AGAR had been completed in readiness for 28th June deadline, and reaffirmed the Council's Exemption status. Copies of the Report were circulated prior to the meeting for information. In the interest of avoiding conflict of roles, it was decided that the Vice-Chairman preside over this Item. Cllr Couves **PROPOSED** the Council agree the AGAR and that the statutory notices be published. All **AGREED**. The AGAR was signed by the Vice-Chairman, the acting RFO and the Clerk as appropriate.

**9.7 To receive and approve any proposed amendments to banking arrangements**

Confirmation from Barclays with regard changed signatories was received earlier in the day. It was confirmed that the new signatories were Cllr Couves, Cllr Martin and Cllr Lowings. It was **AGREED** that decisions with regard online access and deposit account should be deferred to the next meeting.

**9.8 To consider progress on the Clint Green Bus Stop relocation and replacement Bus-Shelter**

The Chairman confirmed that agreement in principle had been received from NCC, with the provision that the cost of installation works to be established in advance of relocation. Further updates to be given at the next meeting before any consultation process begins.

**9.9 To consider and approve any Councillor/Clerk training including CICA Training for the Clerk and external conferences of relevance to the Council**

CILCA Training – Clerk – commencing October 2019 – **APPROVED**

NALC Finance Course – No one was able to make the 4<sup>th</sup> September course. The Clerk to check when the next course would be taking place.

NALCC Charitable Trusts and Parish Councils Course – 8<sup>th</sup> October 2019 – Cllrs Oechsle, Cheetham and Couves to attend – **APPROVED**

Norfolk Council's Conference – 12<sup>th</sup> July 2019 – Cllr Oechsle to attend – **APPROVED**

CPRE Conference – 6<sup>th</sup> September – Cllrs Oechsle, Couves, Cheetham & Gust – **APPROVED**

**10.0 Highways**

**10.1. To note any Highways matters needing attention – Complaints from members of the public with regard overgrown hedging obstructing footpaths, adjacent to the school, have been received. Cllr Gust to discuss at a proposed meeting before the end of the school term.**

**Pot Holes** – Confirmation that with immediate effect, pot holes and other related highways issues would be addressed by specific Cllrs according to geographic area:

**Clint Green** – Cllrs Whadcoat, Gust and Cheetham

**Yaxham Village** – Cllrs Couves, Oechsle, Martin and Lowings

**Brakefield Green – Cllr Martin**

Clerk to circulate to Councillors, access details for reporting issues to Highways.

- 10.2 To consider the registration of Low Lane as a Public Right of Way** – Recently updated Central Maps through to the year 2026, do not show Low Lane as a registered public right of way. The Chairman invited the owner of the land who was present to comment. He confirmed that there always had been a footpath along Low Lane. The Chairman thanked him. It was **AGREED** that Cllr Couves would research this matter and report to the next meeting.
- 11.0 Reports from Councillors**
- 11.1 To receive reports from Councillors on their areas of responsibility and any external meeting of relevance to the Council** – Cllr Whadcoat reported on the meeting of the A47 Dualling Committee attended earlier in the week. Considering further developments and the selection of the North-West Link, Cllr Whadcoat will attend the next meeting scheduled for July and maintain a watching brief for the Council.
- 12.0 Outstanding Council Appointments**
- 12.1 Fuel Allotment Charity Appointment and 12.2 Town Lands Appointment** – Despite enquiries, the Clerk had been unable to establish who had previously represented the Council on the Parochial Charity Committees. The Chairman invited the Charities’ Chairman comment. He thanked the Parish Council for its interest, requested copies of the governing documents and invited the Parish Council to nominate its representatives. It was **AGREED** to provide these documents to the Charities, & the Parish Council to agree its nominations at its next meeting.
- 12.3 Other** – Woodland Group – Cllr Couves; Grass Cutting Contract – Cllr Lowings; SAM2 Sign Management – Cllr Gust and Cllr Couves, Notice Board Maintenance – Clint Green – Cllrs Cheetham, Gust & Whadcoat; Yaxham – Cllrs Couves, Lowings, Martin & Oechsle.
- 13.0-3 Correspondence** – Breckland Council Agendas and Minutes, NALC Newsletters, Police Newsletters and Rural Services Network Newsletters circulated prior to the meeting.
- 13.4 Other** – A letter has been received from Yaxham Macmillan Group, thanking the Council for their donation to the Charity in 2018. In readiness for the September 2019 Coffee Morning it was **AGREED** that a proposal to donate to Yaxham Macmillan be placed on the next agenda.
- 14.0 VE Day Celebrations 2020**
- 14.0 To consider whether to consult the village on participating in this event in 2020** - Correspondence has been received from Norfolk NALC inviting the Council to register an interest in participating in the forthcoming national celebrations for VE Day next year. It was **AGREED** that the Clerk register the Council’s interest.
- 15.0 Urgent Business**
- 15.1 To consider any issues raised by Councillors that the Chairman considers to be urgent**  
**Overgrown bank at bottom of Well Hill** – It was **AGREED** that Cllr Cheetham would approach John Harvey to see if would be willing to cut-back vegetation.
- 16.0 To note items for the next meeting Agenda**  
Reflective strips for village planters, Elm Close Development Update, Banking arrangements, Parish Plan Working Group Update, Shared ownership of SAM2 transfer to Gravestone PC, Macmillan Grant, Parish Council rep to the Parochial Charities.
- 17.0 Date of next Parish Council Meeting**
- 17.1 To note the next meeting of the Parish Council to be held at 7.00pm on Thursday 18<sup>th</sup> July 2019 in the David Myhill Room, Yaxham Village Hall. The Staffing Committee Meeting will meet before at 6.15pm.**  
The Meeting closed at 9.17pm.