



**MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD IN THE DAVID MYHILL ROOM, YAXHAM VILLAGE HALL
At 7.00pm on Thursday 18th July 2019**

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

In attendance: Mrs V Turner (Clerk), 21 members of the public and NCC Cllr Ed Connolly.

1.0 Chairman's opening remarks

The Chairman welcomed residents, fellow Councillors and the Clerk. He confirmed that the Staffing Committee had met earlier in the evening, and the Committee had confirmed Mrs Turner in-post after completing a probationary period. The Chairman confirmed that the Clerk would also be undertaking the CiLCA qualification training, commencing in October, and that objectives for the forthcoming 12 months had been set by the Committee.

2.0 Apologies All members of the Council were present.

3.0 Declarations of Interest Cllr Whadcoat declared a pecuniary interest in Item 7.1, confirming he would not make a request for dispensation and that he would leave the meeting whilst the matter was discussed. The interest was **NOTED**.

4.0 Public Session A member of the public thanked the Council for attending to overgrowth of weeds on Well Hill. The matter of parking in Station Road was also raised again; the Chairman asked that if photographs could be provided to the Clerk of incidents, the Council would be better equipped to consider any appropriate and further action.

A member of the public raised an issue with the language chosen in the recent Village Newsletter which they felt did not fairly reflect the good service provided by the outgoing Council. The Chairman assured the meeting that the language chosen had not meant to imply this and he apologised if there had been any ambiguity to the intended message. He reaffirmed his praise and thanks to the previous Chairman and said that the vernacular of the Council would be chosen more carefully in the future to avoid any such misinterpretation.

Parking near the school - the Chairman confirmed that a meeting with the school was being sought for the Autumn term, where this, and other matters, would be tabled. It was confirmed that the school was always responsive to parking issues and that a collaborative approach might be needed to ensure more permanent solutions could be established; residents to email photographs to Clerk of any noted parking contraventions.

Discussion took place around managing access to footpaths; the Chairman confirmed that the contracted cuts had been undertaken and that the Council may need to investigate a more extensive programme.

Village literature – it was noted that some publications were now outdated and that this should be considered as an Agenda Item for the next meeting.

5.0 Reports from County and District Councillors

Cllr Martin delivered the District Councillor's Report. The Report was **NOTED**. See Reports Pack attached.

Cllr Connolly arrived at 7.25pm. Cllr Connolly delivered his Report which incorporated updates on Breckland's Local Plan which is scheduled for adoption in the Autumn, and progress in meeting The Five-Year Land Supply. Details of meetings attended were also given. The Report was **NOTED**. Thanks to both Councillors.

6.0 Minutes of the Previous Meeting

6.1 To approve the Minutes of the Meeting of the Parish Council held on 20th June 2019

The Minutes of the previous meeting were read for accuracy; the Chairman **PROPOSED** they were adopted as a true and accurate record; all **AGREED** and were signed by the Chairman.

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

The Clerk's Report was **NOTED**. See Reports Pack attached.

6.3 To consider matters arising from Minutes of previous meetings not considered elsewhere on the Agenda Nothing noted.

7.0 Planning Matters

7.1 To receive and consider the following new Planning Applications:

Cllr Whadcoat withdrew from the meeting.

3PL/2019/0736/HOM – Erection of a single-storey rear extension, erection of a triple garage at Mukinge, Well Hill, Yaxham – **NO OBJECTION - AGREED** with the recommendation of a potential lowering of the roofline of the triple garage, or replacement with a flat-roof. Also, a potential Condition that the planting scheme in-situ be maintained with laurel hedging to the front to the height of ground-floor ceiling level, repeating this as per the site plan along the rear side of the building.

Cllr Whadcoat re-joined the Meeting.

7.2 To receive and consider any additional information on Current Planning Applications

3PL/2019/0634/F Elm Close, installation of surface water drainage retention basin - It was reported that a meeting with the landowners and their Agent, had taken place and that this had been largely positive. Cllr Oechsle and Cllr Martin to meet *Flagship Homes*, the developer, on 19th July for further discussions. Deliberations took place surrounding potential drainage implications and a number of queries raised as to how these concerns could be mitigated. The Council declared that they were not in support of the Application in its current form, and **AGREED** to **OBJECT**, subject to the concerns of the village being satisfactorily addressed. A letter setting this out to be sent to Planning. It was **AGREED** that Cllrs Oechsle and Cheetham would represent the Council and NP4Yaxham, Paul Philips would speak as a member of the public and Breckland Cllr Claussen would be asked to represent Yaxham's views at the forthcoming Planning Meeting, expected to be on 2nd September.

3PL/2018/0021/D Development Site, land off Elm Close, Yaxham, NR19 1RW 42 Dwellings – See above.

3PL/2010/1361/F Erection of 255 dwellings Land, Dumpling Green, Hopkins Homes – Deferred to meeting on 02.09.19. Several anomalies within the Application were discussed and it was **AGREED** that Breckland Cllr Claussen be asked to represent the views of the village at the forthcoming Planning Meeting, expected to be on 2nd September. Cllr Oechsle and Cllr Gust to attend. Cllr Oechsle has drafted a response for submission to the LA; Cllr Oechsle to circulate to other Cllrs for their perusal and comment with a final draft to be ready for submission by the Clerk before the Sunday 21st July 2019 11.59pm deadline - **AGREED**.

3PL/2018/0077/VAR Yaxham Waters, Dereham Road, Yaxham NR19 1AB - The Chairman confirmed that works to connect the site to mains sewerage were now complete and that tests would be made by AWSL until 12.08.19 when they would formally adopt the connection.

It was **AGREED** that Cllr Martin to contact AWSL to clarify any issues relating to the use of the existing pumping station on planning issues in Yaxham.

3PL/2018/012/F The Old Post Office, Norwich Road, Yaxham - on the Agenda for the next Planning Meeting on 22.07.19. Conditions attached to the Application regarding ecological surveys have not been adhered to. Ongoing works have been reported to the Police as a Wildlife Crime and a Crime Number assigned. It was **AGREED** to support the Breckland Officer's recommendation to therefore refuse this application. Comments to this effect to be sent to the Planning Officer.

7.3 To receive and consider results of Planning Applications None

- 7.4 To consider other Planning Applications yet to be decided** None
- 7.5 To receive and consider the latest Report of the Neighbourhood Plan and the Local Plan** Already discussed under previous Planning items.

8.0 Yaxham Parish Plan

- 8.1 To consider the Report of the Parish Council Plan Working Group** Aims and Objectives under way. The next newsletters will be worded more fittingly in future as discussed during the Public Session. The Chairman suggested that the Primary School might be a suitable venue in which to hold occasional Parish Council Meetings in order that they be more accessible to residents of the Clint Green area – **AGREED**. No other comments were made.

9.0 Finance

9.1 To consider and approve the following payments

The following payments were approved:

	To Pay	Detail	£ Total	VAT	Ex VAT	Cheque No
i.	Clerk	July Salary and Expenses	£475.60	£0.00	£475.60	
ii.	Clerk	August Salary and Expenses	<u>£316.77</u>	£7.00	£309.77	
		Total	£792.37			101163
iii.	Harlequin	July meetings' printing*	£18.00	£3.00	£15.00	NA
iv.	Harlequin	Newsletter Printing Costs	£89.00	£0.00	£89.00	101164
v.	CPRE	Annual Membership	£36.00	£0.00	£36.00	101162
vi.	NALC	Whole Council Training	£468.00	£78.00	£390.00	101165
vii.	Gary Lake	Grounds Maintenance 1/2 invoices	£582.00	£0.00	£582.00	101166
vii.	Macmillan	Coffee morning s137 donation	£250.00	£0.00	£250.00	101167

NB Payment iii. was withdrawn as the printing for this meeting had been undertaken by the Clerk. Payment vii. was included after agreement to Agenda Item 14 below.

Financial Regulations were suspended to authorise the approved signatories for the following payments for payment by cheques written outside the meeting on delivery of the purchases and production of a valid invoice:

viii.	Westcotec	Bus-shelters x 2	£8,769.60	£1,461.60	£7,308.00	
ix.	Westcotec	SAM2 Sign	£3,768.00	£628.00	£3,140.00	

9.2 To note any receipts since the last meeting

 None

9.3 To receive the Quarterly Bank Reconciliation, the Income/Expenditure against Budget Report, and the Report of the Finance Monitoring Officer

 Both Reports have been previously circulated to Cllrs – no issues raised. See Reports Pack attached.

Cllr Whadcoat confirmed that he had undertaken the Quarterly compliance check with no issues arising.

9.4 Banking Arrangements

 It was unanimously **AGREED** that the Chairman should investigate opening Deposit Accounts for both the Parish Council and the Parish Charity, in addition to online banking access for intra-account transfers and monitoring purposes.

9.5 To consider the sale of the shared SAM2 sign to Garvestone Parish Council

 The Chairman has written to the Clerk of Garvestone Parish Council suggesting a nominal purchase figure of £575.00. They have initially rejected this cost but will discuss the matter at their next meeting on 19.08.19.

9.6 To consider the purchase of a replacement dog waste bin for the one at the entrance to the Village Hall Car Park from Glasdon UK

 for £86.52 + VAT = £103.82 - **AGREED**

9.7 To consider and approve any councillor/clerk training and external conferences of relevance to the Council

 - None noted.

10.0 Highways

10.1 To consider any highways matters needing attention

Cllr Gust to report a pothole on Norwich Road outside “Tregon”.

Absence of TRO – to be added to list of matters to raise with Highways Department in the Autumn.

Reflective Tapes for Planters – it was **AGREED** that Cllr Oechsle and Cllr Couves should organise the purchase and installation, up to a limit of £50.

Individual Cllrs to address signage issues raised by residents from their respective areas and continue to undertake the audit of Highway and Name Signs, to include photographs, for the 26th September Parish Council meeting, to identify issues to be raised with Highways and Breckland as appropriate in the Autumn.

Missing Road sign on B1135 required for Dereham Road – add to list for Highways’ meeting.

11.0 To consider a system of recording flooding issues in the Parish Cllr Oechsle, referring to the document “Be prepared – Surface Water Flooding” confirmed that unless a report is made to the LA when a flood occurs, there will be no official record. It was **AGREED** that Cllrs and residents should report any future flooding incidents to the Clerk, preferably with photographic evidence, or to the lead flood authority. It was **AGREED** that this would be publicised in the next Village Newsletter.

12.0 Reports from Councillors Cllr Oechsle reported her attendance at the recent SLCC Conference; she expressed concerns that having learned of ‘Operation London Bridge’ (see attached; the emergency protocols upon the death of a Monarch or senior Royal) that Yaxham would essentially be unprepared. It was **AGREED** that Cllr Oechsle would contact the Church and this item would be brought forward to the next Meeting.

Cllr Couves reported that a camper van had been spotted overnight at Pinn’s Corner – it was **AGREED** that no further action was necessary as the vehicle had now left - Cllr Couves to monitor.

Cllr Whadcoat confirmed that Route ‘C’ had been selected for the North Western Link. The planned meeting for the Dualling of the A47 on 16.07.19 had been cancelled and if available, Cllr Whadcoat will attend the next meeting scheduled for 30.07.19. Cllr Couves to attend in Cllr Whadcoat’s absence.

13.0 Outstanding Council Appointments

13.1 Fuel Allotment Charity Appointment x 1 – David Myhill

13.2 Town Lands Appointment x 3 – David Myhill, Sue Martin and Ruth Davies

14.0 S137 Donation

14.1 To consider a donation of £250 to the Yaxham Macmillan Group Donation **AGREED**.

15.0 Correspondence Breckland Council Agendas and Minutes, NALC Newsletters, Police Newsletters and RSN Updates shared.

16.0 Urgent Business

16.1 To consider any issues raised by Councillors that the Chairman considers to be urgent
3PL/2019/0789/HOU The Brook, Cutthroat Lane, Yaxham, NR19 1RZ Two storey side extension - It was agreed to hold an Extraordinary Meeting on 01.08.19 to consider this application in order that deadlines were met during the Summer Recess.

17.0 To note items for the next meeting Agenda

Recording Policy, Village Literature Review, Operation London Bridge, Clint Green Bus Shelter

18.0 Date of the next Parish Council Meeting

To be held in the David Myhill Room at Yaxham Village Hall

7.00pm Yaxham Parish Charity Meeting and 7.30pm Yaxham Parish Council Meeting

The Meeting closed at 9.27pm.