



MINUTES OF THE MEETING OF THE PARISH COUNCIL
Held remotely over Zoom at 7.15pm on Thursday 23rd July 2020

Present: Cllrs Martin (Chairman), Oechsle (Vice-Chairman), Lowings, Couves, Whadcoat, and Gust. NCC Cllr Connolly, Clerk and 4 members of the public.

1.0 Chairman's Opening Remarks

The Chairman welcomed all to the meeting. The Chairman reported that the anticipated planning applications listed in Item 7.1 for Yaxham Waters Priors Field and for The Old Post Office had not been submitted and would therefore be precluded from discussion in item 7.1 and the anticipated amendment to the Yaxham Waters Middle Field in item 7.2 had not been received in time and therefore would also not be discussed..

2.0 Apologies for absence – Cllr Cheetham – Work Commitments – Apology accepted.

3.0 Declarations of Interest – Cllr Oechsle – Website Compliance – Item 8.6 as it was a family member that was proposed to do the website work. **NOTED Cllr Oechsle would sit out this item.**

4.0 Public Session

Play Area - A member of the Public vocalised concerns over the sustained closure of the play area. The compromised safety of some of the play equipment was discussed and the YVAA's decision to close the area. It was **AGREED** that the Chairman contact the YVAA to ascertain ways in which the Parish Council might provide funding support to enable the play area to be re-opened and a working party could be established to investigate replacement options.

Yaxham Waters - Concern was raised over rumoured closure of Yaxham Waters restaurant and associated job-losses. The Chairman confirmed that the Parish Council had formally contacted the owner for clarification. The owner had responded, sadly confirming closure of the café and the loss of 25 jobs. Further information is hoped for soon.

The Old Post Office Site – The potential sale of the property was raised and impending application for further planning permission. Concern was raised regarding continuation/completion of conditions already imposed concerning ecological surveys etc. These concerns were **NOTED** for future consideration if an application is formally made.

It was **NOTED** that an Extraordinary Meeting may be held to address ongoing planning issues if required during the Summer Recess.

5.0 Reports from District and County Councillors

Councillor Connolly – regular updates continue to emanate from NCC and are shared to Cllrs. Cllr Connolly expressed hope that these updates would reinforce the importance of continuing precautions to prevent further escalation of the virus within the county.

He also asked Parishioners and Cllrs to note the welcome cash-injection of £30 billion from central government to assist Local Authorities' recovery from the Covid-19 crisis.

County Cllr Connolly's Report was **NOTED**.

District Councillor Martin – read his report – please see Reports' Pack on the Yaxham Parish Council Website for further detail – District Cllr Martin's Report was **NOTED**

6.0 To approve the Minutes of the Previous Meeting

6.1 To approve the Minutes of the meeting held on 25th June 2020

The Minutes were **PROPOSED** by the Chairman as a true and accurate record of events; this was **SECONDED** by Cllr Gust. Unanimously **AGREED**. To be signed by the Chairman at the next opportunity to do so.

6.2 To approve the Minutes of the Extraordinary meeting held on 9th July 2020

The Minutes were **PROPOSED** by the Chairman as a true and accurate record of events; **SECONDED** by Cllr Oechsle. Unanimously **AGREED**. To be signed by the Chairman at the next opportunity to do so.

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

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

6.4 To consider matters arising from previous Minutes not considered on Agenda - None**7.0 Planning****7.1 To receive and consider any new planning applications**

3PL/2020/0723/HOU 3 Andrews Way NR19 1TF Erection of front porch – Unanimously **AGREED – NO OBJECTION**.

Note: Neither of the anticipated applications for The Old Post Office, Clint Green or Priors Field, Yaxham Waters had been received and therefore these not discussed.

7.2 To receive and consider any additional information on current applications

Note: 3PL/2019/1430/F – Middle field, Yaxham Waters amendment to application not received and therefore this was not discussed.

3PL/2018/0021/D – Flagship Homes Elm Close Appeal – It was confirmed that the appeal process would be by the Planning Inspectorate via written submission with the potential for a site visit; request by Breckland for a Public Hearing was denied in light of the current situation. It was unanimously **AGREED** that responding to this would be delegated to the NP4Yaxham Working Group. A draft response would be formulated based on previously agreed comments and circulated to Cllrs ahead of submission for final approval. A meeting of the Working Group would be convened if required. **NOTED**.

7.3 To receive and consider results of planning applications

3PL/2020/0491/HOU – Birkdale House, Drusilla Way, Yaxham – **APPROVED**

3PL/2020/0603/HOU – 7Fielding's Drive, Station Road, Yaxham – received after the Agenda was released - **APPROVED**

7.4 Update on Meeting with Breckland Planning Department – At a recent meeting with Planning officials, Cllrs Martin, Oechsle and Whadcoat met Simon Wood, Director of Planning, Rebecca Colins Head of Planning Development and Richard Laws, Senior Planning Officer. They requested some revision of Validation processes, and attention was drawn to inconsistencies on the website. Planning Department are investigating these issues. A list of pertinent contacts will be provided by Planning to assist in the consideration of future applications; these will include:

Statutory consultees – ecology teams etc

Flooding – Relevant LFA's

Rocklands Parish Council – It was also suggested that the Chairman contact the Clerk to discuss attainment of systematic review of applications in their area by LFAs etc as statutory. Cllr Oechsle appealed to both parishioners and Cllrs to make individual comments on opposed applications and reiterated the power of individual submission. It was suggested Cllrs refer to recent submissions from the PC and NP4Yaxham for guidance.

To enable Cllr Connolly to be present for Item 9.0 – Highways, the Chairman **PROPOSED** bringing this item forward; this was **SECONDED** by Cllr Whadcoat – All **AGREED**.

9.0 Highways Matters

Parish Partnership – Invitation to Bid 2021/22 – Received

Damaged 30mph Sign, Norwich Road – Reported in early Spring – still unresolved but listed for action on the NCC portal.

SAM2 Pole – Pole still missing from Yaxham Road, south side verge, Clint Green – Clerk to speak with Westcotec to action replacing this pole after original pole removed by Highways Rangers

Cllr Connolly left the meeting at 20.15pm

8.0 Finance

8.1 To agree the following items for payment

	To Pay	Detail	Invoices available for viewing	£ Total	VAT	Ex VAT	Cheque No
i.	Clerk	Salary & Expenses for July Salary & Expenses for August HMRC		£473.96 <u>£395.19</u> £869.15 £ 9.20	£ 0.00 £ 2.40 £ 0.00	£473.96 £392.79 £ 9.20	101233 101234
ii.	YCCS	Yaxham Cares Mileage Costs – No Claim Made					
iii.	Cllr Cheetham	Reimbursement of expenses for stock for Village Planters		£ 200.00	£ 0.00	£200.00	101235
iv.	Max Bergin	Audit Services for 2019-20		£ 30.00	£ 0.00	£ 30.00	101236
v.	Harlequin Printers	July Newsletter		£ 47.00	£ 0.00	£ 47.00	101237
vi.	Wybone Ltd	Bin for Pinns Corner		£674.38	£112.40	£561.98	101238
vii.	Gary Lake	Grass Cutting Contract 20-21 – Payment 1 of 2		£544.00	£ 0.00	£544.00	101239

Regarding Payment vii - Discussion surrounding deficient contracted cuts took place; the Chairman **PROPOSED** that the invoice be paid; this was **SECONDED** by Cllr Gust; Cllr Oechsle voted **AGAINST** making payment with work still pending; all other Cllrs voted **IN FAVOUR** of raising payment. Payment to be made as scheduled – **AGREED**. Clerk to maintain contact with Contractor to ensure outstanding work is undertaken asap. The schedule of all other payments was **AGREED** unanimously.

8.2 To note any receipts since the last meeting – Nothing to **NOTE**

8.3 To receive the Quarterly Bank Reconciliation, the Income/Expenditure against Budget Report, and the Report of the Finance Monitoring Officer (FMO)

The FMO confirmed he had undertaken the quarterly review and that the Bank Reconciliation and Budget versus Actuals had been signed off as accurate. He reported that the closing balance of the current account as of 11.06.2020 was £22,763.36. The bank balance was **NOTED**. The Chairman **PROPOSED** the Quarterly Reports be **NOTED**. This was **SECONDED** by Cllr Oechsle. All **AGREED**.

8.4 To consider online access to Bank Accounts for reference purposes only

It was unanimously **AGREED** that the Chairman approach Barclays to request on-line access for viewing purposes only in order to assist the Chairman, the RFO and FMO in preparing and validating accounting reports.

8.5 To consider arrangements to invoice proportionate Clerking Costs for the Yaxham Parish Charity

The Clerk has consulted NALC in relation to this matter and advice had supported the Council taking some proportionate payment for the Clerk's time in dealing with Charity matters. The Chairman therefore **PROPOSED** an Invoice be sent to Yaxham Parish Charity for £130 in respect of the Clerk's hours (at a rate of 1 hour per week @ £10/hr) spent on Charity Business for April – June 2020. The proposal was **SECONDED** by Cllr Oechsle. All **AGREED**.

8.6 To consider and agree the costings and implications of Yaxham Website Compliance work

The Chairman outlined mandatory requirements for compliance with new Accessibility Regulations by September 2020, and that a letter detailing estimates of work to be done, and costings, had been received from the website designer, and circulated to Cllrs. The Chairman **PROPOSED** that the estimate of £450 for the necessary work be **AGREED** for payment. **SECONDED** by Cllr Couves. Unanimously **AGREED**. *Note Cllr Oechsle sat out this item and did not vote on it.*

8.7 To consider and agree any potential training for Clerk/Councillors – Nothing **NOTED**

10.0 To consider the proposal to convert Yaxham's Covid-19 response 'Yaxham Cares' to a Good Neighbour Scheme'

The Chairman reported that a meeting had taken place with Tracy Allen of Community Action Norfolk (CAN) to discuss converting 'Yaxham Cares' into a 'Good Neighbour Scheme' as Covid-19 matters ease. The scheme will be under the banner of CAN and as such, DBS Checks will be undertaken at no cost to the scheme or the volunteer. CAN will also provide access to documentation 'toolkits' to ensure the scheme is well-established and compliant given heightened safeguarding implications if volunteers enter residents' homes. The Clerk has received confirmation that volunteers working under the new scheme will be covered by the Council's current Public Liability provision with appropriate Risk Assessments in place. The Chairman confirmed he would consult with the Community Car Scheme ahead of time to avoid undue duplication. Grant funding remains in the region of £830 (£330 from the Breckland Grant and £500 from the Parish Council), which will assist with developing this transition. The Chairman **PROPOSED** that this conversion take place and that the new scheme remain under the governance of the Parish Council; this was **SECONDED** by Cllr Gust. Unanimously **AGREED**.

11.0 To consider VE/VJ Project proposals for VJ day and a commemorative VE/VJ planter including a time capsule – Discussion on time-capsule and planters deferred.

VJ Day – Proposals by the Yaxham Community Café to open on 15th August 2020, along with the Bar, to celebrate were discussed and unanimously **AGREED**.

12.0 Councillor's Reports

SAM 2 Data – Cllr Couves previously circulated the latest download. It was **NOTED** that continuing escalation of speed of traffic entering the village from Clint Green end was a cause for concern. It was **PROPOSED** that establishing a Speed Watch Group should be placed on the Agenda in September for consideration. This was unanimously **AGREED**. Cllr Couves volunteered to become a member of the group. A vote of thanks was made to Cllr Couves.

Village Notice Board – Clint Green – this was reported as in need of repair. Cllr Couves and Cllr Gust to organise repairs.

Priors Field, Yaxham Waters – Cllr Couves reported attendance at a meeting with residents of Priors Field and the owner of Yaxham Waters. He confirmed that the meeting had been productive and concerns over privacy and security were appeased by suggested curative measures. Cllr Couves to forward a record of the meeting to the Clerk to update the Transparency Meetings' Register.

Yaxham Village Hall – Cllr Gust reported that the bar had re-opened for the first time since lock-down necessitated closure; the event had been well supported but it was **NOTED** that certain social distancing measures were not entirely adhered to. Clerk to email Yaxham FC to highlight this for future events.

13.0 Correspondence Received since last meeting

NCC, Breckland and Member of Parliament updates on Covid-19; NALC Newsletters; Police Newsletters; updates regarding NWL LLG; re-start updates from YVAA; planning consultation emails.

14.0 Urgent Business – Nothing **NOTED**.

15.0 To note items for the next Agenda – Planning Guidance Protocols, Community Speedwatch

16.0 To confirm the date and time of the next meeting of the Parish Council

Thursday 24th September 2020 at 7.15pm via Zoom to continue to comply with NALC recommendations for continuance of remote meetings.

The meeting closed at 21.09hrs with no further matters arising.