



**MINUTES OF THE MEETING OF YAXHAM PARISH COUNCIL
HELD ON WEDNESDAY 16TH MARCH 2022 AT 7.45 PM IN YAXHAM VILLAGE HALL**

Present: Richard Whadcoat (RW) Chairman, Ben Conway (BC), Bob Gust (BG) Peter Lowings (PL) and Maggie Oechsle (MO)

In attendance: Clerk and 3 members of the public

1. Chairman's Opening Remarks

The Chairman welcomed colleagues and members of the public and thanked them for their continued support. He informed everyone that the meeting is being audio recorded by the Council.

2. Apologies for absence Cllr Ian Martin and Cllr Chris Couves. All approved this. It was noted that Cllr Ian Martin had sent his huge thanks to all Council members and the Chairman stated that all wished him well.

3. Declarations of Interest BG declared an interest in item 8.

4. Public Session

4.1 A member of the public stated they would like a bus shelter placed at Well Hill to replace the removed one.

4.2 The Council was informed by a member of the public that Green Lane had now been levelled out. Also, Pinns Lane might have similar problems due to vehicles travelling along it regularly.

4.3 A member of the public thanked the Council for the letter sent to the landowner at Well Hill regarding the hedge which had been cut but asked that in future could the cuttings be cleared after as they had just been left on the ground.

5. Reports from County and District Councillors

CC Connolly's regular reports had been circulated. Nothing received from District Councillors.

6. Minutes of Previous Meeting

6.1 The Minutes of the meeting held on 8.12.21

The Chairman asked if there are any comments on the minutes. Item 10 - Parochial Church Charities should be Parochial Charities and it should read lack of "trustees" not "people" attending.

MO proposed that these be agreed as a true and accurate record of the meeting subject to the above amendment. Seconded by BC and all agreed. Minutes to be signed by the Chairman.

6.2 Clerk's Report – The Clerk read out her report and was thanked for the report which is on the website. Highways have said no action is required at present regarding the manhole covers. Clerk is to report again as it is felt they do need attention. Clerk to follow up with PL and BC in relation to other Highway matters.

6.3. Matters arising from the minutes not considered elsewhere on the agenda - MO pointed out that in respect of item 7.5.1 Highways have written to Mid Norfolk Railway about clearing the ditches as this is their responsibility.

7. Planning

7.1 To receive and consider any new planning applications

3PL/2021/0188/HOU – Clifton Villa -**No objection**. BG Proposed, BC seconded and all agreed.

7.2 To note any planning responses made since the last meeting

3PL/2021/0312/DOC and 3PL/2021/0313/DOC -Land to the north of Norwich Road.

NP4Yaxham had provided a response. The development is deficient in play area space but MO explained she is pursuing the developer and asking them if they would like to make an offsite contribution to the existing play area. Currently he has offered £10,000 and MO feels there is further room for negotiation. Also, MO has asked the planner at Breckland what the process is to do a section 106 agreement and is waiting to hear back. It is also essential that the legal costs are paid in connection with this by the developer not the Council. BG proposed, BC seconded and all agree that MO continues to pursue the matter.

7.3 To note any planning decisions

A member of public asked whether the oak tree on the Badger development site was subject to a TPO and MO informed them that it had no TPO on it.

3PL/2021/1639/F – The Mill extension outside the village boundary has been denied and is now on the market.

7.4 Local Plan review update / NP4Yaxham to review

Local Plan Review going ahead. MO attended meeting and Breckland says “green gaps” are integral to the setting of the village.

8. Parish Council meeting bookings

The Clerk informed the Council that the Thursday bookings in the Main village hall have all been cancelled. Discussed moving back into the Myhill room on a Thursday. This was proposed by MO, seconded by PL, BG abstained and all agreed. Clerk to inform YVAA of new bookings.

9. Norwich Road bus shelter

MO had spoken to resident previously and it was initially thought it was going to be a straight forward replacement of the wooden bus shelter. Residents who lived close to be the bus stop asked for it not to be replaced. BG suggested a new position but this would mean you cannot see buses arrive from there. Need to check on previous minutes as it was thought a bus stop pole was agreed. As a resident has asked for a bus shelter the matter will be placed on the next agenda to be discussed.

10. Dog waste issues – Well Hill Dog waste bin

BG informed the Council that he has installed the litter bin at the Bus shelter and that PL has agreed to install the Well Hill Dog waster bin. PL said this would done next week.

11. Play Area Working Group Report

11.1 To consider the weekly inspection reports and agree actions arising

BG said there have been weekly inspections. Springers to be sited in the next month. There is still a problem with the gate not shutting properly as the spring inside has broken. Cllr Couves will continue to look into this and will report at the next meeting.

11.2 To note Wicksteed have realigned the slide following the accident and there is nothing further to report.

12. Highways and Footpath issues

12.1 To note any Highways matters needing attention

No further matters to those already minuted.

12.2 To note and matters regarding RB8

Update already given by member of the public and thanks to them for the update

12.3 Proposed 30mph speed limit extension on Norwich Road

Chairman explained there is a letter from NCC on the matter that they are looking to extend the 30mph. The Parish Council support this. MO proposed, BG seconded and all agreed

13. Parochial Charities

The Chairman explained these are Charities the Council appoints the trustees of. MO and the Chairman became trustees 18 months ago and MO resigned in September 2021 as meetings were not happening and therefore no decisions could be made. The Chairman explained that he had resigned as he was not prepared to stand and BC had been elected at the last Council meeting. To date there have been no meetings for BC to attend.

There needs to be another trustee to be appointed. In the absence of anything else MO was prepared to be the Parish Council nominee for the time being to get a meeting sorted out. The Parish Council was informed that the Parochial Church Council had nominated a co-optative trustee for appointment as trustee.

A fresh start is needed. There are two Charities which need to be amalgamated and they have rents coming in as well as dividends income. Grants are possible to be made to those who are in need in the Parish.

MO had prepared a summary history of the Charity deeds when she started that she will send to BC and Reverend Sally Thurgill.

BC proposed, BG seconded and all agreed MO to be Parish Council nominee.

14. Finance

14.1 To agree the following items for payment (January -already paid)

To Pay	Detail Invoices available for viewing	£ Total	VAT	Ex VAT
CPRE	Membership renewal	36.00	-	36.00
Clerk	Wages to 31 st January 2022	495.00	-	495.00
Clerk	HWA and expenses	61.78	3.15	58.63

MO proposed all items be paid and BC seconded. Agreed unanimously.

14.2 To agree the following items for payment (February) – updated at the meeting

To Pay	Detail Invoices available for viewing	£ Total	VAT	Ex VAT
Susan Martin	Plants for planter	27.00	4.50	22.50
Olly Oechsle	Website hosting, maintenance and improvements	642.00	-	642.00
Glasdon UK Ltd	Dog waste bins	435.48	72.58	362.90
Susan Martin	NP4Yaxham website and domain name renewal	151.00	-	151.00
Clerk	Wages to 31 st January 2022	352.00	-	352.00

Clerk	HWA and expenses	26.62	-	26.64
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BG proposed all items be paid and MO seconded. Agreed unanimously.

14.3 To note any receipts.

Detail	£ Total	VAT	Ex VAT
Clerk -refund overpaid wages	370.40	-	370.40
East of England Co-op defibrillator contribution	400.00	-	400.00

14.4 To consider possible donation to CAB

MO proposed £100 donation, PL seconded. Agreed unanimously.

14.5 To note payment expected of £300 for RTA damage to planter

A reminder to be sent by Clerk if nothing received after a month.

14.6 To consider CGM's new quote

Only quote for hedges provided to date in the amount of £1,100 exclusive of VAT and the Clerk has asked for a full quote for all work to be undertaken.

14.7 To consider options for internal auditor appointment.

Robin Goreham quoted for work and is recommended by Clerk. Proposed by MO, seconded by BG and all agreed

14.8 To consider and agree Annual Governance and Accountability Return training for the Clerk

£25 cost of training. Proposed by BC, seconded by MO and all agreed

14.9 To receive and consider Financial Monitoring Officer's report

The Chairman confirmed as Financial Monitoring Officer he had been through all the records up to 31st December 2021 and they were all in order.

15. Policies

Chairman noted minor changes on policies and Clerk pointed out in the Financial Regulations policy the clause relating to European Union should be taken out. Proposed by BG, seconded by BC and all agreed with the changes being made.

16. Correspondence received since the last meeting– Correspondence had been circulated to Cllrs by email from residents, NALC Newsletters, updates from CC Connolly, Rural Bulletin, CAN newsletters, Police updates and general circulars.

17. Urgent Business

BG informed the Council that SAM2 will need to be moved as well as the Playground weekly inspections in his absence until May. BC happy to undertake Playground inspections. Next SAM2 move will be required in mid-April. PL to deal with this in BG's absence.

18. To note items for next meeting agenda

Update new Councillor's code of conduct. The clerk to update code of conduct and distribute in advance of the next meeting.

19. Next meeting of the Parish Council

Next meetings to be in Myhill Room on Thursday 28th April, Thursday 26th May and Thursday 23rd June. Proposed by MO, seconded by BG and all agreed

Meeting closed at 9.30pm with no further matters arising.