



**MINUTES OF THE MEETING OF YAXHAM PARISH COUNCIL  
HELD ON THURSDAY 23<sup>rd</sup> MARCH 2023 AT 7.30PM IN THE DAVID MYHILL ROOM AT  
YAXHAM VILLAGE HALL**

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

**In attendance:** Clerk and 4 members of the public, District Cllrs Paul Claussen and Paul Plummer

**1. Chairman's Opening Remarks**

The Chairman welcomed everyone, apologised for the previous meeting overrunning and informed them that the meeting was being recorded.

**2. Apologies for Absence**

None.

**3. Declarations of interest**

MO and RW declared an interest in item 9.

BC declared an interest in item 10.1.

**4. Public Session**

A member of the public reported the footpath outside the Old Post Office is becoming reduced in width due to soil coming down onto the path.

BC and BG to see if they can clear the path.

**5. Reports from County and District Councillors**

DC Paul Plummer answered the question raised at the last meeting and confirmed that the dates for the Breckland Local Plan issues and options opened on 10<sup>th</sup> March and runs until 19<sup>th</sup> May.

DC Paul Plummer stated he was disappointed that at a recent planning Committee meeting (including an application for an additional 89 homes on land to the east of Westfield Road and to the South of Westfield Lane) no one from the local parishes had turned up. He voted against the application and it was 5 for and 5 against but lost after the Chairman's deciding vote.

DC Paul Plummer wanted the point to be made that in future if the Parish was against an application and they wanted him to express this view at a planning committee meeting it would be good for some of the Parish Councillors to attend the meeting as well to show their support.

CC voiced his strong opinions about the planning meetings.

The Chair asked if a deal had been done by Breckland regarding Nutrient Neutrality which affects new developments and asked how would the Parish Council need to take this into consideration?

DC Paul Claussen replied that it has been through cabinet and it was agreed that a group will be formed of Districts and Planning authorities and experts have been employed leading to talks with Anglian Water and others to find an outcome acceptable to all. It is very close to getting to a resolution but it has not yet happened.

BC informed the meeting he has been to some conferences recently and later this year new legislation is coming in regarding future developments and environmental enhancement. He explained that any new development must have had a positive impact after development of 10% on every type animal, flora and fauna living there.

DC Paul Claussen informed the Councillors that the Capita contract comes to an end within a year and the planning service will be brought back in house and that was a decision taken by full council today.

DC Paul Plummer asked the Chairman if anything else had been heard about the water ditches. She confirmed she had not and was following it up.

## **6. Minutes of Previous Meetings**

**6.1.** To approve the minutes of the Meeting of the Parish Council held on 16.2.2023.

The Chair asked if the Councillors agreed if minutes were accurate? **All agreed.**

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

The Clerk contacted the internal auditor to confirm the appointment and to arrange the date for the audit.

Election packs have been sent round and Election notices placed on the website and notice boards.

The VAT return has been sent off.

The Parish Council insurers have been contacted about cover for the working group.

Environmental services were contacted about collecting waste from the bin on Well Hill bus stop.

Barclays KYC team contacted the Clerk with regards to the Business Premium account which was still open. This has now been closed.

**6.3.** To consider matters arising from minutes of previous meetings not considered elsewhere on this Agenda.

RW queried as they had co-opted Gary Davison at the previous meeting why he was not down under apologies for absence as he had sent his apologies. The Chair informed him as he had not yet signed his declaration of office, he was not a Councillor yet.

## **7. Church Room renovations**

The Chair updated the Council that after Yaxham Football club initial interest and the Parish Council considering funds for renovation to create a meeting space. A structural surveyor had been consulted and the conclusion was that it needed to be taken down and built again.

Due to the cost of the rebuild this project is not viable at the present time.

## **8. Planning**

**8.1.** To receive and consider any new planning applications.

**3PL/2023/0191/HOU** - Ground floor rear extension, garage conversion, internal layout changes and front entrance amendments

The Parish Councillors supported this application. Proposed by RW, seconded by CC and all agreed.

**8.2.** To note any planning responses made since the last meeting.

**3PL/2023/0039/F** - Agricultural Storage Building

Yaxham Parish Council agreed by a majority not to object to this application with the proviso that the permission for the building shall enure solely for the use of storing machinery and equipment associated with the husbandry of Gadwall Farm.

No decision has yet been made.

**8.3.** To note any planning decisions.

**3PL/2022/1065/VAR** - Land off Shipdham Road, Westfield Road and Westfield Lane Variation of Conditions – **APPROVED**

**8.4.** Other planning issues.

None.

## **9. Local Plan Review / NP4Yaxham**

**9.1.** Working group update

Gary Osborn gave an update. The newsletter is ready with questions to get the view of the local village residents to confirm they are still in line with the original plan, or if they have changed then change the plan accordingly. They are currently being printed for distribution around the village and left at various drop off points being the Church, the School and Pickle and Pie.

The Chair explained that it had been asked on the newsletter for responses by 28<sup>th</sup> April and due to the school closure for the Easter holidays the Chair had added to the newsletter that if a resident needed the questionnaire part of the newsletter collected to contact the Chair to arrange collection.

The Chair proposed they could put a ballot box at the Pickle and Pie and ask for the local press to come. This was agreed.

There is to be a drop in session on 27<sup>th</sup> April at Yaxham Village Hall from 4pm. Residents to ask questions and see what potential developments are planned.

The working group has a meeting planned for next week to go through the Local Plan Review questionnaire.

BC explained there was a new law coming and how it may be beneficial to the working group. 58

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## **9.2. To discuss newsletter**

As discussed above.

## **10. Parking**

### **10.1 School**

The Chair, BC and BG had met with Matt Lines from Highways, CC Ed Connelly and Police officers at the school. It was agreed to continue the yellow line towards Spring Lane and the Zig Zag lines will also be extended during the Easter holiday. Also, a sign about parking is to be put up. BG has asked PC Austin Clarke if he could contact Matt Lines and confirm it is going ahead.

### **10.2 Church Lane**

BG explained that he had placed a leaflet received from PC Austin Clarke on the car when parked on Church Lane. BG is hopeful this has worked as he has not seen the car parked there in the last week.

## **11. Play Area Working Group Report**

### **11.1 To consider the weekly inspection reports and agree any actions arising.**

CC confirmed that inspections are now being carried out on a weekly basis as during the winter months this was done every two weeks. CC reiterated that the benches needed jet washing and lightly jet wash the safety surface and climbing frame. Hopefully with the weather improving this will be done next month.

## **12. Defibrillator**

PL reported that he has contacted the East of England trust with regards to the defibrillator as it was unregistered. They responded saying they were unsure why it was not registered.

PL to send all details of the Defibrillator to the Clerk. The Clerk will reregister it and contact Louise Dye of YVAA to see if she would still like to be a second guardian.

## **13. Highways and footpath issues**

### **13.1 To receive an update on dropped curb**

The Chair had spoken to Matt Lines about the possibility of a dropped curb opposite Yaxham Waters into Cutthroat Lane and he said that it is definitely a **no** because if Highways was to put a dropped curb there it implies it is safe to cross and Highways opinion is that it is not safe.

### **13.2 To receive an update on Openreach pole**

BC had spoken to the Openreach engineer when he came out and he said the pole had been there for over five years. He suggested to look on Openreach website about relocating the pole. The Clerk had contacted the relocation team and was informed to undertake a survey to relocate the pole would cost on average £1,000 and because the engineer did not think it was unsafe the Parish Council would be responsible for this cost and the cost of repositioning the pole.

The Clerk asked what the council wanted to do going forward and the Chair said they had investigated and there was nothing to be done going forward.

### **13.3 To note any Highways matters needing attention**

A member of the public reported the manhole cover at the junction with Spring Lane was getting worse and the Clerk to report again.

CC has been asked if it would be possible to put Prior's Grove sign on the other side of the entrance to Prior's Grove. The Clerk to ask Highways.

PL said there were potholes appearing at the top of Station Road again and the Clerk to report.

## **14. Finance**

### **14.1. To agree the following items for payment (March) \* already paid**

<b>To Pay</b>	<b>Detail Invoices available for viewing</b>	<b>£ Total</b>	<b>VAT</b>	<b>Ex VAT</b>
Westcotec	Bus stop and bench	3,279.60	546.60	2,733.00
Matthew Garner	Cutting footpath at Pinns Corner	200.00	-	200.00
Clerk	Clerk expenses for March	58.58	2.40	56.18
Clerk	Clerk wages for March	528.00	-	528.00

All agreed.

### **14.2. To note any receipts**

<b>Detail</b>	<b>£ Total</b>	<b>VAT</b>	<b>Ex VAT</b>
NONE			

### **14.3. Bank position**

This had been circulated prior to the meeting.

### **14.4. Fixed asset review**

This had been circulated prior to the meeting and Councillors confirmed there were no changes to be made.

## **15. To discuss the upcoming elections**

The Chair informed everyone that they would now need ID to vote. The Clerk said that as she had stated previously in an email sent to the Councillors that Breckland electoral team would check the nomination papers if required. They can only do this if someone is there and it would be best to email it to Breckland and she would provide the email address the following day. She reminded them that the nomination papers had to be in by 4pm on 4<sup>th</sup> April but said, if possible, not to leave it to the last minute.

The Chair informed DC Paul Claussen and Paul Plummer that the village hall had been booked for a Hustings at 11am on 15<sup>th</sup> April. All candidates will be invited and the Clerk to send invitations to all the Mattishall Ward Parish Councils. DC Paul Plummer requested this to be confirmed in an email by the Clerk.

## **16. King's Coronation and time capsule**

The Chair asked if there was anything planned in the village? BG confirmed there was not. It was decided the Parish Council would let other people in village commemorate it their own way.

The Clerk was given the time capsule by Councillor Ian Martin when he stepped down and thought that the school might like the time capsule to bury to coincide with the King's Coronation. BC to ask the school.

PL informed the Council that he had in the past tried to track down the previous time capsule which led him to discover that there was no time capsule buried in Yaxham but provision had been made in the current village sign.

## **17. To agree agenda items and invitees for the Annual Parish Meeting (27<sup>th</sup> April)**

A list of invitees had been circulated prior to the meeting. It was agreed to take off the Play Area Working Group and add the Women's Institute. The Clerk to inform the invitees of the Annual Parish Meeting about the Neighbourhood Plan drop-in session when sending the invitations.

## **18. Policies**

The following policies were circulated for review prior to the meeting :- Financial Regulations, Financial Risk Assessment, General Risk Assessment, and Internal Audit Plan. The Clerk had not made any changes other than the date -**All agreed.**

RW queried who the internal auditor was and the Clerk confirmed it was Robin Goreham.

## **19. Correspondence Received since last meeting**

Correspondence had been circulated to Cllrs by email from updates from CC Connolly, Rural Bulletin, CPRE newsletters, Police updates and general circulars.

## **20. Urgent Business**

None

## **21. To note the next meeting dates of the Parish Council**

The date of the next meeting was changed from 20<sup>th</sup> April to 14<sup>th</sup> April due to Councillors not being able to make the former date. The Chair explained the main purpose of the meeting is for the Parish Council to put in a response to the Local Plan Issues and Options Consultation Paper.

14<sup>th</sup> April, 23<sup>rd</sup> May, and 22<sup>nd</sup> June

Meeting closed at 9.15pm