



## **YAXHAM PARISH COUNCIL**

### **MINUTES OF THE MEETING OF YAXHAM PARISH COUNCIL HELD ON WEDNESDAY 22<sup>nd</sup> NOVEMBER 2023 AT 7.30PM IN THE DAVID MYHILL ROOM AT YAXHAM VILLAGE HALL**

**Present:** Cllrs Maggie Oechsle (MO) (Chairman), Chris Couves (CC), Graham Howe (GH), Bob Gust (BG), Gary Davison (GD) and Paul Bone (PB)

**In attendance:** Clerk, DC P Plummer, and 3 members of the public

#### **1. Chairman's Opening Remarks**

The Chair welcomed everyone and thanked DC Paul Plummer for his help at the planning committee meeting - it was very much appreciated. The Chair also thanked Gary Osborn for speaking on behalf of Yaxham Neighbourhood Plan and Ian Martin and to the supporters who came. The application by Flagship to reduce the 40% affordable housing to 25% had been deferred.

The Chair also thanked Peter Lowings for placing the Parish Council wreath on the war memorial on Remembrance Sunday.

The Clerk was also thanked for the past two years.

The Chair informed everyone the meeting was being recorded.

#### **2. Apologies for Absence**

Apologies were received and accepted from Cllr B Conway and CC Ed Connolly.

#### **3. Declarations of interest**

There were none.

#### **4. Public Session**

A resident reported the roadworks opposite the junction of Spring Lane which is causing an obstruction. The Clerk to investigate how many times this has been reported and report again on Highways website. The Clerk to also write directly to Matt Lines at Highways informing him how many times it has been reported and that the Parish Council are very concerned it will cause a serious accident if not dealt with.

A resident reported a problem with a blocked ditch in St Peters Close. The Clerk to write a letter to the owner informing them that as a riparian owner he is responsible for the ditch clearance and that the trees also need attention.

#### **5. Reports from County and District Councillors if present**

None.

#### **6. Minutes of Previous Meeting**

**6.1.** To approve the minutes of the Meeting of the Parish Council held on 25.10.2023.

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The Chair proposed that these be agreed as a true and accurate record of the meeting with an amendment to item 7.4. This will be amended as a manuscript. **All agreed.**

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

A letter was written to the Owners of the Old Post office asking for it to be tidied.

The Clerk has contacted Yaxham School asking what they would like the parking signs to look like.

The Clerk has prepared the Annual Budget to be discussed tonight.

The Clerk has raised an invoice for Paper Street rent.

The Clerk has sent round an email regarding complying with biodiversity for the Councillors to consider ways in which the Parish can conserve and enhance biodiversity. This will be added to the January agenda.

It was noted a start has been made on clearing the site next to the school.

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

None.

## **7. Planning**

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

**3OB/2023/0048/DOB** - Application to discharge Paragraphs 1.1 and 1.5 of Schedule 3 Part 1 (Open Space) of the S.106 dated 27.03.2018 and varied by the Deed of Variation 06.09.2022 for the planning permission 3PL/2021/0642/VAR - the Discharge of the Open Space Scheme and confirmation of the payment of the Off-Site Open Space Contribution - Land North of Norwich Road

**No comment.**

**7.2.** Other planning issues

The Chair informed the meeting that a non-material planning application had been put forward regarding Elm Close with no documents. She had written to Simon Wood asking what this was about? Today there were three applications with documents attached and Breckland have 28 days to make a decision. Anyone else wishing to object has 14 days.

**3NM/2023/0107/NMA**

**3NM/2023/0108/NMA**

**3NM/2023/0109/NMA**

It was **agreed** to respond pointing out the TPO on the Oak tree and that St Peters Close is unable to take the surface water pipe being fed through the road due to the myriad of pipes already in situ. The Parish Council is extremely concerned a proper survey is done to ensure that all services are identified before any works commence and residents are not inconvenienced any more than is necessary.

### 7.3. To note any planning decisions

**3PN/2023/0026/HR** - Regulation 77 application for Prior approval for proposed of agricultural barn to 1no. dwelling (Use Class C3) and for building operations reasonably necessary for the conversion The Town and Country Planning General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 3, Class Q (3PN/2023/0020/UC) - Spring Lane Farm, Cutthroat Lane, NR19 1SA - **Refused**

**3PN/2023/0020/UC** - Prior approval application for a proposed: Change of Use of Agricultural buildings to one dwelling (Use Class C3), and for building operations reasonably necessary for the conversion The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 3, Class Q - Spring Lane Farm Cutthroat Lane - **Prior Approval Refusal**

**3PL/2023/0917/HOU** - Single-storey extension to annex and first-floor rear balcony to existing annex - 8 Fieldings Drive – **Refused**

### 7.4. To receive an update from Yaxham's Neighbourhood Plan review

GH informed the meeting that as previously stated they have applied to Locality for a grant, some queries were raised which they have responded to and they are currently still waiting for the grant.

They have had the first meeting with the consultant and he has advised that for each of their policies they should have a statement of intent in front, explaining briefly what the policies does. 80% of these have now been drafted and the consultant is happy with them.

The next stage is to review the policies in detail. The intention is to make sure the policies are up to date and not ambiguous in any way.

The working group proposes that Yaxham Parish Council adopts a traffic light system when responding to planning applications. GH has drafted a blank document, explaining that if something is green the Parish Council agrees with it, if red it means a policy that is in the Neighbourhood Plan is against the application, and if amber this means either there are further questions or it does not apply in this instance.

The Chair informed the meeting that PB, GH and herself had gone to Mattishall's Neighbourhood Plan consultation for regulation 14 and any responses must be in by 8<sup>th</sup> January 2024. Anyone who lives in Clint Green and goes to the Mattishall surgery can respond online.

The Neighbourhood Plan is going to reference Yaxham and Clint Green as two distinct settlements in the parish.

### 7.5. To discuss the Land North of Homefields Dereham Road

As part of GH's steering group GH had investigated planning applications and responses from Breckland to see how well the Neighbourhood Plan is used and he has found some conditions applied to approvals that are now being contravened.

One of these is prior to the occupation of the development there should be provision of boundary screening and this should be completed before occupation. The reason being to safeguard the interest and amenities of the neighbouring occupiers and to ensure the satisfactory appearance of the development.

Secondly prior to the occupation of the development there should be footpaths, roads and pathways completed. This has not been done and it was noted that one of the properties is occupied. Other conditions not complied with were also discussed.

GH to write a response for the Clerk to send to Breckland.

## **8. Play Area Report**

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

CC reported the seats have been replaced on the infant swings and are now much sturdier.

CC said during the winter months November to February he undertakes inspections two weekly rather than weekly.

### **8.2.** To consider the Annual Play Inspection Report

CC reported the annual report has been completed which was circulated prior to the meeting and there was one minor issue highlighted regarding a snapped bolt that can be filed down. There was also mention of sign at the entrance to the Village Hall but this was felt that this was too far away and therefore not necessary.

## **9. Defibrillator**

GD reported he has met with the head teacher and secretary of Yaxham Primary School. They are happy for the defibrillator box to be sited on the front of the school. It is lit and no signs are required.

GD confirmed he has had one quote for installation from an electrician of £350. He has asked for others to quote but they have not responded. The Chair to supply another number for GD to contact.

## **10. To consider School Signs regarding parking**

The head teacher at the school would like signs made for the school for no parking and she is still waiting for the costs. She will pass these onto the Parish Council as soon as she has them. To be added to the next agenda.

## **11. Highways and Footpath issues**

**11.1.** To note - Section 53 of the Wildlife and Countryside Act, 1981  
Norfolk County Council (Whinburgh, Yaxham and Garvestone) Modification Order 2023. The effect of this Order, if confirmed, will be to add Toller's Lane as a restricted byway.

### **11.2.** To note any footpath or highway issues needing attention

Road sign on eastern side of Paper Street is broken. Clerk to report to Highways.

BG reported that the school hedge still has not been cut back and is encroaching onto the footpath. The Clerk to write to the school.

## 12. To receive an update on Norwich Western Link and A47 North Tuddenham to Easton

GH updated the meeting that he had been to a recent meeting and reported there has been another legal challenge to the Highways work. Norfolk is confident that they will pass the hearing and will be able to start work in Spring 2024. Once the work starts it will take two years to complete.

GH has met the stakeholder manager for the contractor who would be happy to come and talk to the Parish once the work has started to provide an update on progress and discuss any concern.

The government has said they will fund the Western Link completely. NCC are meeting on 4<sup>th</sup> December to determine the program of works.

GH reported he had had 2 responses to the Community Speed Watch program. It needs a minimum of 6 people to be able to form a team. The Clerk to ask the school if they can send an email out to parents/guardians asking for volunteers.

## 13. Finance

### 13.1. To agree the following items for payment (November) \* - already paid

To Pay	Detail Invoices available for viewing	£ Total	VAT	Ex VAT
David Bracey	Play area inspection	144.00	24.00	120.00
Harlequin	Newsletters and survey sheet	178.76	-	178.76
Breckland Council	Uncontested election fee	*75.00	-	75.00
CPRE	Annual subscription	36.00	-	36.00
Defib Store	Defibrillator Cabinet	610.80	101.80	509.00
R Wade	Clerk expenses for November	27.60	1.66	25.94
R Wade	Clerk wages for November	516.00	-	516.00

The Clerk asked if the councillors wanted to pay more than the £36 which is the standard renewal amount for CPRE. The Councillors were happy to pay the standard amount.

Also £1,200 is being paid to Azbag Ltd in relation to the grant given to the Neighbourhood Plan group for the consultant.

Proposed by GD, seconded by GH and **all agreed**.

### 13.2 To note any receipts

Detail	£ Total
None	

### 13.3 To consider and agree the draft budget 2024/25

The Chair explained for the purposes to those who were new to the Council this year the budgeting process and the precept calculations.

The Clerk went through the budget and it was agreed to add £500 for a new computer and increase the Clerk wages in accordance with the decision by the staffing committee.

CC asked for the Playground budget to be increased by £1,500 as one of the gates needs to be replaced.

**All agreed** they were happy with the budget after the above amendments have been made.

Grass cutting to be added to next month's agenda.

The Chair suggested that the Parish Council adds something to the recreation area for older children / teenagers and would like the councillors to think about what could be done. For example, a basketball net. This would be added to the next agenda. Also, it was suggested that when the Neighbourhood plan next does a consultation the residents of the village could be asked what they would like to see.

#### **13.4 Bank Position**

This has been circulated prior to the meeting.

#### **13.5 Paper Street Rent**

The rent was discussed and it was agreed to increase this by 10%. The Clerk to raise another invoice.

### **14. Correspondence received since last meeting**

Norfolk Parish Training, Norfolk County Council Community and Environmental services, George Freeman Mid-Norfolk flooding partnership, Yaxham Primary School, CC Ed Connolly Autumn update and NWL Local Liaison group.

The Chair has been contacted by someone to say they are founding a Tud Valley group of land owners.

### **15. Urgent Business**

BG raised the Community Car scheme and the requirement for DBS checks to be undertaken on drivers before they can receive the grant from the Parish Charity. Due to the Community Car Scheme's limited funds, it was proposed by PB and seconded by GD that the Parish Council will provide £100.80 to cover the cost of the DBS. This is to be repaid when the grant money is received. **All agreed.** BG abstained.

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

24<sup>th</sup> January 2024 and 21<sup>st</sup> February 2024

### **17. To consider the passing of a resolution under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972 that the public and press be excluded from the rest of this meeting the grounds that it could involve the likely disclosure of private and confidential information.**

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#### **18. Clerk annual review**

The staffing committee had met to undertake the Parish Clerk's annual review. Their recommendation was for Clerk wages to be increased and to pay for half of the Clerk's SILCA training next year. **All agreed.**

**The meeting closed at 9.20pm.**