



## **YAXHAM PARISH COUNCIL**

### **MINUTES OF THE MEETING OF YAXHAM PARISH COUNCIL HELD ON WEDNESDAY 27<sup>th</sup> MARCH 2024 AT 7.30PM IN THE DAVID MYHILL ROOM AT YAXHAM VILLAGE HALL**

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

**In attendance:** Clerk and 6 members of the public

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

The Chair opened the meeting and welcomed everyone. The Chair also informed everyone the meeting was being recorded.

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

Apologies were received and accepted for Cllr Chris Couves and CC Ed Connolly

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

PB declared an interest in item 15.1

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

A resident reported a blocked road gully opposite Beech Farm. The Clerk to report.

Cllr BC updated the Council regarding a blocked ditch opposite Boundary House. The ditch had been dug and cleared which will help the drains that were blocked. The Clerk will inform Highways it has been cleared and they will now be able to clear the gullies.

A resident reported a problem with the ditch which has recently been cleared at the back of St. Peters Close as it has only been cleared to the bridge. The Chair reported she had received an email from Mark Ogden saying he had contacted the Diocese, Flagship and Victory Housing to look at extending the ditch further down past the bridge.

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

CC Ed Connolly's regular reports had been circulated.

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

##### **6.1. Approval of the minutes of the Meeting of the Parish Council held on 21.2.2024**

The minutes of the meeting were approved without amendment and signed by the Chair as a correct record.

##### **6.2. Clerk's report**

The Clerk reported the gullies on Station Road. When the road was resurfaced last year, some of the drains were not covered and are now filled with granite chippings. Highways have confirmed the gullies have been programmed to be cleared.

The Clerk reported a pot hole on Station Road. Highways have confirmed action is required and it has been marked for repair.

The Clerk has sent a letter to a resident regarding clearing their ditch after being contacted by Highways.

The Clerk has been in contact with Community Action Norfolk and is in the process of updating the Charity Policies.

The Clerk attended Norfolk PTS Spring Seminar.

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

The Chair asked Cllr BC for an update on whether the defibrillator at the school was covered by their insurance or needed to be added to the Council's insurance? Cllr BC was still in the process of checking this.

**7. Flooding**

As discussed in the public session.

**8. Planning**

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

There were none.

**8.2.** To note any planning decisions.

**3PL/2023/1193/F** - Sub-division of existing garden and erection of 1 four-bedroom dwelling and detached garage – Yaxham – **Refused**

**3PL/2022/1071/O** - Outline planning application for development of a maximum of 89 dwellings and associated infrastructure (all matters reserved) – outline permission for land to the east of Westfield Road, Dereham – **Approved**

**3PL/2024/0074/F** - Conversion of outbuilding to 1 bedroom family annex - ancillary to the main property – Yaxham - **Approved**

**8.3.** Other planning issues

The Chair informed the Council that the Beech Farm application **PC 3PL/2024/0041/F** will be going to committee on the 7<sup>th</sup> May and wanted to thank both DC Paul Claussen and DC Paul Plumber who were instrumental in this. The Chair confirmed she would be speaking on the Parish Councils behalf.

**8.4.** To review the Community Benefit Policy COM 2

The Chair asked for suggestions from the Councillors on what should be included for developer funded priorities. Suggestions already made for community facilities and possible new open space projects were discussed along with the costs involved.

It was agreed to leave the policy open for now and ask the residents what facilities they would like to see in the Parish at the community event.

Cllr BC thanked Cllr GH for all his work on the RAG report and as a result noted that Breckland had taken notice of it.

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

The Chair of the Neighbourhood Plan updated the Council that the policies had been completed with intent statements to explain the purpose of each policy. They are now ready to go to regulation 14 which is a public consultation which will run from 10<sup>th</sup> April to 23<sup>rd</sup> May with a community event on 27<sup>th</sup> April. A newsletter is to be distributed which will contain a questionnaire for residents to complete and inform residents about the changes that have been made to the Neighbourhood Plan policies and there will be an opportunity for residents to give feedback and comments.

Cllr BC to ask the school for permission to place a banner on the school railings advertising the Neighbourhood Plan review and a drop box outside the library.

Responses to the newsletter questionnaire can be made online or placed in drop boxes which will be sited at the School, Pickle and Pie and the Church. Banners will also be placed at Pinn's and on Yaxham corner.

It was also noted that the Neighbourhood Plan wanted another green space on the land beyond the bridge behind St. Peters Close and when new developments were to be built affordable housing was to be included which should be for people who live locally. The changes document will also shortly be added to the Neighbourhood Plan on the Parish Website.

#### **8.6. To receive an update on St. Peter's Close Parking**

A resident reported that a drop curb had been suggested to Flagship who have responded and said the residents must pay for this hence the matter has not gone any further as this would be expensive for residents.

The Chair noted nothing could be done as 3PL/2023/0107/NMA is still pending so no permission has yet been granted to alter the previously agreed surface water drainage plans.

As discussions had been taking place between residents and Flagship it was felt the Council would not get further involved at this stage.

### **9. To receive an update on Norwich Western Link/A47 Local Liaison meeting**

Cllr GH reported the A47 improvements High Court legal challenge had failed. This has now been taken to the Supreme Court. It could now take up to 4 months for the challenge to be accepted. This will delay the start.

Natural England has said they will not award a licence to allow the Barbastelle bats to be disturbed who live in an ancient woodland beside the NWL. Without the licence they cannot proceed with the NWL.

#### **10. Highways and Footpath issues**

The Chair reported that the Woodland Group had now disbanded and they were in the process of deciding how to spend their funds held on their behalf by the Parish Council. The Chair thanked Simon and Bryan for all their hard work over the years at Pinn's.

Cllr BG reported potholes at the junction of Cutthroat Lane and a Footpath sign leading to Mouses bridge has fallen over. The Clerk to report.

Cllr BC reported flooding outside Lane End due to a pipe being blocked and in need of jetting. The Clerk to report.

Cllr PB reported the footpath opposite Beech Farm the path needs clearing. He also noted during school pick up and drop off times double parking had become an issue. The school has sent an email to parents.

#### **11. A Portrait of His Majesty the King**

The Council **Agreed** to apply for the framed portrait of His Majesty the King, which is free to all Parish Councils and Town Councils.

#### **12. Grounds maintenance quotes**

The Council had three contractors come and look at the cuts required. Only one has provided a quote due to one of the other contractors being unable to meet the councils needs at this time. The quote was discussed and **all agreed** to proceed with FT Grounds Maintenance. The Clerk to contact them and discuss revising their quote to take account of reduced cuts in line with the Councils biodiversity policy.

#### **13. To receive an update on the gov.uk email**

The Clerk reported the Parish Council and all Councillors had new email address ready to be used and that they had received one off funding of £100 plus VAT from the Government towards the cost.

#### **14. To consider a replacement heater for the David Myhill room and to receive an update on the installation of the TV for the David Myhill room**

The Chair informed the meeting that although the current heater has been serviced regularly it was very old and the carbon dioxide/methane alarm has begun going off during meetings and it needs to be replaced. Cllr BG reported he had been in contact with various companies and due to the size of the room a heater of over 7kw's was required, therefore an air source heater

would be best as they are efficient and good for the environment and he is awaiting a price and would be getting more quotes.

It was noted the TV screen had been installed and the Clerk was using it to display meeting papers.

## **15. Finance**

**15.1** The attached payments schedule was unanimously approved by the Council.

### **15.2 Bank Position**

This was circulated prior to the meeting and was noted.

### **15.3 Reserves Statement**

The Clerk presented the draft statement for consideration. The Council unanimously agreed to approve the Reserves Statement.

### **15.4 To receive an update on assets valuation**

Cllr PB reported he was still in the process of contacting the British Legion for a price for the War Memorial if it ever needed to be replaced.

## **16. An update on the Spring Seminar for Parish Councils**

The Chair reported it had been very informative especially with regards to Biodiversity and they had invited the person who had talked on this subject to the Parish to see what else could be done to help with Biodiversity.

## **17. Annual Parish Meeting**

The Annual Parish Meeting will be held on 24<sup>th</sup> April at 7pm followed by the Parish Council Meeting at 7.30pm. The Councillors discussed and unanimously **agreed** the list of invitees which had been circulated prior to the meeting The Clerk to send out invitations.

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

Idverde, Ward Gethin Archer, Norfolk PTS, MP George Freeman – flooding progress report, Budget 2024 Relief for Rural cost-of-living crisis and my plea to the Chancellor for Targeted Relief for the Rural Cost of Living Crisis, emails from residents, Mid Norfolk Railway, Community Action Norfolk, Highways, CC Ed Connolly monthly NCC report, Parish Online, NWL/A47 updates, Transport east travel survey, PKF Littlejohn and CPRE.

## **19. Urgent Business**

Cllr GH asked the Clerk to add the survey sent by Transport East to the Parish Council website for residents to complete if they wish.

The Chair asked for the Councillors if they could attend a training session for the working group and Parish Councillors led by the Neighbourhood plan consultant on 22<sup>nd</sup> April.

The Chair informed the Councillors that the consultation morning for the Neighbourhood plan is to be held in the Community Room at the Village Hall on 27<sup>th</sup> April.

The Chair had been asked by a resident what was happening on 80<sup>th</sup> D Day celebration, but unfortunately the Village Hall was booked on 8<sup>th</sup> June.

## 20. To note the next meeting dates of the Parish Council

24<sup>th</sup> April 2024, 22<sup>nd</sup> May 2024, and 26<sup>th</sup> June 2024

The Chair closed the meeting at 9.31pm

## Payments schedule – March 2024

To agree the following items for payment (March) \* - already paid

| To Pay        | Detail Invoices available for viewing | £ Total | VAT    | Ex VAT  |
|---------------|---------------------------------------|---------|--------|---------|
| ICO           | Data Protection Fee                   | 35.00   | -      | 35.00   |
| Norfolk PTS   | Spring Seminar                        | 108.00  | -      | 108.00  |
| Norfolk PTS   | Subscription 2024/25                  | 126.00  | -      | 126.00  |
| Parish Online | Gov.uk Email                          | 96.00   | 16.00  | 80.00   |
| CPRE          | Annual Subscription *                 | 36.00   | -      | 36.00   |
| Idverde       | Grounds Maintenance – March           | 250.00  | 41.67  | 208.33  |
| Idverde       | Grounds Maintenance - February        | 250.00  | 41.67  | 208.33  |
| Idverde       | Grounds Maintenance – July to Jan     | 1749.97 | 291.66 | 1458.31 |
| R Wade        | Clerk expenses for March              | 41.97   | 2.32   | 39.64   |
| R Wade        | Clerk wages for March                 | 560.00  | -      | 560.00  |

To note any receipts

| Detail             | £ Total |
|--------------------|---------|
| NCC SDA Payments   | 419.21  |
| Neighbourhood plan | 546.26  |

Neighbourhood plan payments

| To Pay       | Detail Invoices available for viewing | £ Total | VAT    | Ex VAT  |
|--------------|---------------------------------------|---------|--------|---------|
| Abzag Ltd    | Neighbourhood Plan consultant         | 2464.56 | 410.76 | 2053.80 |
| Abzag Ltd    | Neighbourhood Plan consultant         | 1620.00 | 270.00 | 1350.00 |
| Abzag Ltd    | Neighbourhood Plan consultant         | 2194.56 | 365.76 | 1828.80 |
| Susan Martin | Weebly np4yaxham Domain renewal       | 22.00   | -      | 22.00   |
| YVAA         | Room Hire                             | 108.00  | -      | 108.00  |
| Yaxham PC    | Neighbourhood plan printing recharge  | 546.26  | -      | 546.26  |
| Mrs J Woods  | Catering                              | 102.00  | -      | 102.00  |
| Caitlin Bone | Neighbourhood Plan Website            | 600.00  | -      | 600.00  |

Neighbourhood plan receipts

| Detail | £ Total |
|--------|---------|
| None   |         |