



YAXHAM PARISH COUNCIL

MINUTES OF THE MEETING OF YAXHAM PARISH COUNCIL HELD ON WEDNESDAY 24th APRIL 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 12 members of the public including Paul Claussen (District Councillor)

1. Chairman's Opening Remarks

The Chair welcomed everyone and apologised for the late start due to the Annual Parish Meeting over running and 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

There were none.

4. Public Session

A landowner addressed concerns that had been raised when he had recently coppiced the hedge on the corner of Cutthroat Lane. He explained that the hedge had started to become grown out and he never trimmed the top. Using the sustainable farming incentive funding he coppiced it so that it can now be kept much tidier and angled back from the road to improve visibility. He explained hedge coppicing can be carried out until 30th April. It is all carried out by hand and therefore you can check that there are no occupied nests.

A resident expressed concerns about the dogs on the playing field (PF) running free and the amount of dog's mess not being picked up, which is unsafe with children also using the playing field. They asked could the dogs be kept on leads while on the playing field? The Chair explained this is an ongoing problem and that the Parish Council don't own the playing field. It is owned by the YVAA, but they do cut the PF which is why they have in line with their biodiversity policy decided to put paths round the margin to encourage people to walk along the margins and not walk across the football pitch.

The resident agreed to monitor the problem and report back at the next Parish Council meeting. Cllr BG had met with the Dog warden who has agreed to come along from time to time to see what is happening on the PF. He had said the only way to stop this would be to ban all dogs which would be unfair to the responsible dog owners. The YVAA have put signs and cameras up to try and stop the problem.

The Clerk to contact Breckland and ask about obtaining “No Dog Fouling” signs.

A resident reported a large tree had come down across Mouses Lane. He had cut a section through it so walkers could still get through, but he was concerned that a lot of the trees in the woodland next to Mouses Lane were in a bad state. He was also concerned that another local resident had a small woodland where the trees were also in a bad state, and many had already fallen but fortunately into the woodland and not across the road. It was agreed the Clerk would write a letter to the resident.

The Chair of the Yaxham Football Club (YFC) was concerned that he had heard the Parish Council was no longer going to cut the football pitch. The Chair assured him this was not the case and that the Parish Council contractor will be cutting the pitch 14 times between April and October. The Chair of the YFC had recently spoken to the new Grounds Maintenance contractors and was very happy with them. He explained they do have their own ride on lawn mower so if they do ever require an extra cut, they will do it themselves. He also informed the Parish Council that at the end of the football season they plan on returfing the dugouts and they will rope it off until the turf has become established.

A resident asked if the Parish Council intended on planting wildflower seeds where they are letting the grass grow and were there any other areas they planned to let grow? The Chair explained the Parish Council are leaving it as it is just not cutting the margins down and does not intend to plant wildflowers at this stage and they have no intention currently to let any other areas grow.

5. Reports from County and District Councillors

The Chair asked if Breckland had bought the planning in house yet? DC P Claussen said it should be happening within the next few months.

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 27.3.2024.

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

6.2 Clerk’s report

The accounts for the year ended 31st March 2024 have been prepared and are with the Internal Auditor for review.

The Parish Charity Accounts for the year ended 31st March 2024 have been prepared.

The VAT return has been sent off.

The invitations for the Annual Parish Council Meeting were sent out.

The portrait of ‘His Majesty the King’ was no longer available when the Clerk went to order it.

The Mobile Food Service delivered by Kickstart has come to an end. There is an unforeseen delay in launching the new service and they will provide an update as soon as they can.

The broken fingerpost on FP1 has been reported and the Countryside officer is investigating.

The blocked gully at the top of Cutthroat Lane has been reported and Highways are investigating the problem.

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

None.

7. Flooding

The Chair had emailed the Local Lead Flood Authority (LLFA) asking for an update on the ditch at St. Peters Close and is waiting for a response.

8. Planning

8.1 To receive and consider any new planning applications.

3PL/2024/0334/HOU - Proposed Single Storey Extension to Rear, 3 Andrews Way, Yaxham

It was agreed that the Parish Council had no objection to this application. Cllr GH had produced a draft RAG report, and this was circulated prior to the meeting, All agreed this would be submitted to Breckland Planning. RAG report attached.

8.2 To note any planning decisions

None.

8.3 Other planning issues

The Chair reported Beech Farm was going to Committee on 7th May and that she would speak on behalf of the Parish Council and DC Paul Claussen would speak on behalf of the applicant.

8.4 Update from Yaxham's Neighbourhood Plan review.

Gary Osborn the Chair of the Neighbourhood Plan working group reported that the public consultation was currently running between 10th April and 23rd May conducting a review of the existing Neighbourhood Plan.

They need feedback from as many residents as possible. The response forms can be filled in and dropped off at various sites in Yaxham or filled in digitally and emailed to the Neighbourhood Plan email address, there would also be a open day on Saturday 27th April. Then they will put forward their recommended changes.

9. Play Area Report

Cllr BG reported he had checked the play equipment and lubricated the bearings and everything was in order.

10. Defibrillators

Cllr BC confirmed that the defibrillator at the school was covered by the school's insurance. Cllr GD reported he completed status checks on both defibrillators.

11. Highways and Footpath issues

The Chair asked if the Parish Council could consider siting a Dog Litter Bin near Mill View Farm down Cutthroat Lane, as there was no other bin located nearby. It was **agreed** the Clerk would ask NCC if this would be an acceptable location.

12. Ground's maintenance and biodiversity

As discussed in the Public Session.

13. New Heating system for the David Myhill room

Cllr BG informed the Parish Council that the current system had been in since 1976 and it doesn't always work. He has been looking at air source pumps as these are better for the environment. He has sourced two quotes for air source and one to replace it with a modern heater which he has submitted to the Parish Council. All the quotes are in the region of £2,000.

After a discussion it was **agreed** to go with the 13-amp air source pump as it was more efficient and would heat the room quicker. Cllr BG to go back and see if he could renegotiate the price. This would be added to the next Parish Charity agenda as the David Myhill room is a community room and available to all.

14. Finance

14.1 The following payments were approved for payment.

To Pay	Detail Invoices available for viewing	£ Total	VAT	Ex VAT
G Davison	HDMI Cable	15.25	2.54	12.71
G Davison	JVC Fire TV 65	449.99	75.00	374.99
R Wade	Clerk expenses for April	38.25	3.50	34.75
R Wade	Clerk wages for April	490.00	-	490.00
Unity Bank	Bank Charges	18.00	-	18.00

14.2 The following receipts since the last meeting were noted.

Detail	£ Total
Precept	6,300.00
Bank Interest	137.50

14.3 The following Neighbourhood Plan payments were approved for payment.

To Pay	Detail Invoices available for viewing	£ Total	VAT	Ex VAT
Mr A Morrice	Wooden posts for banners	21.53	3.59	17.94
Abzag Ltd	Neighbourhood Plan consultant	1384.56	230.76	1153.8

14.4 The following Neighbourhood Plan receipts were noted.

Detail	£ Total
None	-

14.5 Bank Position

This was circulated prior to the meeting and was noted.

14.6 Reserves Statement

The Clerk explained she had updated the Reserves Statement to include bank interest and bank charges that were applied at the end of the financial year. The Parish Council unanimously agreed to approve the updated Reserves Statement.

14.7 Financial Monitoring Officers report

Cllr PB confirmed he had been through the figures and was satisfied all was in order.

14.8 Asset Valuation

The Parish Council unanimously agreed to approve the changes the Clerk had made to the asset register. Cllr PB had been unable to get a response from the British Legion it was suggested that he contact a local stone mason for a valuation of the War Memorial.

15. Policies

The following policies were reviewed and adopted by the Parish Council. Proposed by Cllr GH, seconded by Cllr PB and unanimously **agreed**.

- i)** Financial Regulations
- ii)** Internal Audit Plan
- iii)** Document Retention

16. Correspondence received since the last meeting.

Norfolk PTS, MP George Freeman, Environment Agency, Breckland – regarding the mobile food store service, CPRE, Norwich Western Link/A47 Liaison Group, Norfolk CC, Highways, Planning Enforcement and emails from residents.

17. Urgent Business

None

18. To note the next meeting dates of the Parish Council

22nd May 2024, 26th June 2024 and 24th July 2024

The Chair closed the meeting at 9.01pm

YAXHAM PARISH COUNCIL – PLANNING APPLICATION COMMENTS

APPLICATION REF:	3PL/2024/0334/HOU	DATE:	15/4/24
YAXHAM NEIGHBOURHOOD PLAN POLICIES			
POLICY	WEIGHT	COMMENTS	
STR1 – Strategic Gaps Policy THE GAPS BETWEEN SETTLEMENTS	N/A		
HOU1 – LOCATION OF NEW RESIDENTIAL DEVELOPMENT	N/A		
HOU2 – HOUSING DENSITY	N/A		
HOU3 – SCALE OF RESIDENTIAL DEVELOPMENT	N/A		
HOU4 – EXISTING LAND USE	■	Extension to an existing property within the site boundary.	
HOU5 – HOUSING MIX	N/A		
HOU6 - DESIGN	■	External elevations of new extension to match existing materials	
HOU7 – AFFORDABLE HOUSING	N/A		
ENV1 - DARK SKIES	■	No external lighting required,	
ENV2 – CONSERVATION AREA & HERITAGE ASSETS	N/A		
ENV3 – GREEN INFRASTRUCTURE	N/A		
ENV4 – SURFACE WATER MANAGEMENT PLANS	■	Limited increase in surface water run off, drainage provision not shown on drawings, further clarification required	
ENV5 – SEWERAGE PROVISION	■	Existing foul drainage should not be disturbed as part of this application,	
TRA1 – TRAFFIC AND SUSTAINABLE TRANSPORT	N/A		
TRA2 – PARKING PROVISION	■	No change to existing as a result of this application	
ECN1 - NEW ECONOMIC DEVELOPMENT	N/A		
COM1 – EXISTING PARISH-BASED COMMUNITY SERVICES	N/A		
COM2 – DEVELOPER FUNDING PRIORITIES	N/A		

WEIGHT	IN ACCORDANCE WITH POLICY
■	NOT RELEVANT
■	AGAINST POLICY
N/A	NOT APPLICABLE

GENERAL COMMENTS ON APPLICATION:

This application is for a single-storey extension to an existing property.

We have reviewed the application against the Yaxham Neighbourhood Plan, although the majority of our policies are not applicable in this instance, the application is generally in accordance with those that do apply.

We therefore approve this application.