



YAXHAM PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF YAXHAM PARISH COUNCIL HELD ON WEDNESDAY 22nd MAY 2024 AT 7.30PM IN THE DAVID MYHILL ROOM AT YAXHAM VILLAGE HALL

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

In attendance: Clerk, District Councillor Paul Claussen and 6 members of the public

1. Chair's opening Remarks

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

2. Election of Chair for the coming year

Cllr Oechsle was nominated by GD and seconded by BG, and all agreed to elect Cllr Oechsle to serve as Chair for the coming year. Cllr Oechsle signed her declaration of acceptance of office.

3. Election of Vice-Chair for the coming year

The Chair invited nominations for the office of Vice-Chair. Cllr BC was nominated by CC and seconded by GD, and all agreed to elect Cllr BC to serve as Vice-Chair for the coming year. Cllr Conway signed his declaration of acceptance of office.

4. Apologies for Absence

Apologies were received and accepted for CC Ed Connolly and DC Paul Plummer.

5. Declarations of interest

There were no declarations of interest.

6. Public Session

A resident asked if Mouses Lane (CRF10) was on the grounds maintenance schedule to be cut as it had become very overgrown? The Chair confirmed it was scheduled to be cut 4 times during the season and she would contact FT Grounds Maintenance and ask them to cut it.

A resident reported that the gullies on both sides of the road near Beech Farm were blocked and a drain was sunken with the tarmac badly broken around it. The Clerk to report.

A resident reported the road surface on the Bridge that runs over the River Tud is full of potholes and in need of resurfacing. The Clerk to report.

PB reported a pothole at the Junction of Well Hill. The Clerk to report.

Gary, the Chair of the Neighbourhood plan asked if it would be possible for the Parish Council to hold one or more annual events for the local community. He realised this is a big commitment and wondered if there was possibly an event co-ordinator who depending on funds could be hired and tasked with organising the events. This was discussed and different ideas put forward along with possible dates for the following year. It was agreed this would be added to the next agenda as a regular item, with Councillors asking residents if they would like to join a committee

to help organise a Village event. It will also be added to the Village website and the next newsletter asking for volunteers.

Peter Lowings was pleased the Trustees of the Yaxham Parish Charity had decided to grant the Neighbourhood plan £5,000 towards the completion of the consultation. He wanted to commend the Neighbourhood plan sub-committee and the Chair for all their hard work to date and was happy to see how well supported the 27th April drop-in session was by residents.

The Chair reported she had still had no response from LLFA regarding extending the length of the newly dug ditch to the east of St Peter's Close.

7. Reports from County and District Councillors

DC Paul Claussen commented on how well run Yaxham Village Hall is and how hard it is now to get volunteers to help run local organisations.

DC Paul Claussen reported there is going to be an all-member briefing on the Local Plan, and it is scheduled to go out for consultation between the 3rd June to 15th July, and it is intended to hold face to face consultations in most market towns.

The Chair asked about the possibility of the settlement boundaries disappearing and Yaxham being proposed to be a secondary village. He felt in his opinion there was more protection without one.

BC asked about the Beech Farm development. The Chair and DC Paul Claussen are in communication with the owner. The Chair reported the structural survey is on the Planning website and historic heritage survey is being completed. Then Breckland planners will be viewing the property shortly before writing their report which will then go to the planning committee.

8. Minutes of Previous Meeting

8.1. Approval of the minutes of the Meeting of the Parish Council held on 24.4.2024.

The minutes were amended with one minor correction. The minutes were approved including the correction and signed by the Chair as a correct record.

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

Highways have agreed to clear the blocked gully on Cutthroat Lane.

A letter was written to the owner of the Woodland next to Mouses Lane regarding the state of some of the trees – the owner had responded to say “We are aware of the dead trees. Standing dead wood is retained for habitat and biodiversity. However, in light of the complaint, the dead trees will be felled.”

The insurance renewal paperwork has been circulated, this has been reviewed and will be finalised later at the meeting.

The Local Government Boundary Commission for England (LGBCE) are currently undertaking a review of Breckland's electoral and boundary arrangements. It is being conducted by the LGBCE who are an independent body accountable to Parliament.

The Commission would like to hear what Parishes, residents and organisations think about their local area and how it should be shaped going forward through a ten-week consultation which will run from 7th May to 15th July 2024. This has been put on Yaxham Website to inform local residents.

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

None

9. To agree the appointment of Councillors to the following:

9.1 Neighbourhood plan steering group – PB, GH and MO

9.2 Internal Audit Control Officer for the coming year - PB

9.3 Staffing committee – CC, MO, GD and BC

9.4 Councillor responsible for Defibrillators - GD

9.5 Councillor(s) responsible for Playground inspections – CC and BG

9.6 Councillor(s) responsible for Sam2 – BG and GD

9.7 Councillors(s) responsible for Planters - GD

9.8 Councillors(s) responsible for grass and hedge cutting – MO and GD

9.9 YVAA Representative - BG

9.10 Yaxham Church of England (VA) Primary School Representative - BC

9.11 Council appointees (3) to Townlands Charity – BC, MO and PL (Peter Lowings)

10. Planning

10.1 To receive and consider any new planning applications

None

10.2 To note any planning decisions

The Chair informed the meeting that an email had been received from Breckland Planning enforcement regarding the complaint made by the Parish Council about the Land to the North of Homefield, Yaxham informing the Parish Council there was no breach of planning as it was still a construction site and therefore, they were closing the case.

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

10.3 Other Planning issues

None

10.4 Update from Yaxham's Neighbourhood Plan review

Gary Osborn Chair of the Neighbourhood plan reported that following the approval of the grant they can now move on to the final stage and put it forward to examination. The next meeting will be held on Tuesday 18th June.

11. Play Area Report

CC reported there were no issues at present.

12. Litter Picking Signs for the Playing Field

There had been a complaint received from a local resident about the state the field is left in after a football match. The Clerk had emailed the football club and informed the resident that the playing field is the responsibility of the Yaxham Village Amenities Association (YVAA). The YVAA are discussing the situation along with other issues with the football club and this will be added to the next agenda for an update.

13. Update on the “No Dog Fouling” sign and Dog waste bin on Cutthroat Lane.

The Chair reported that the resident who attended the previous meeting had informed the Parish Council that only 5% of dog walkers are using the new cut paths on the field, and most are still walking across the football pitch. Dogs are happily walking in the long grass and doing their business which dog owners are finding hard to find. Younger children are playing on the football pitch which has shorter grass. Overall residents are not happy with the new cuts and would like to have the whole field cut again.

CC reported he still had a few “No dog fouling” signs, which could be placed in various locations on the playing field. It was agreed to put the signs up and add this item to the next agenda to see if they had made any difference.

The Clerk reported she had applied for a dog waste bin on Cutthroat Lane and is waiting for a response from Norfolk County Council.

14. Highways and Footpath issues

A signpost has been knocked over on Cutthroat Lane, BC to let the Clerk know the location.

CC reported a sign on Dereham Road had faded and was now unreadable, the Clerk to report.

15. Update on the ground’s maintenance and biodiversity

This was covered under item 13.

16. Update on a new heating system for the David Myhill room

This was covered in the Charity meeting.

17. Finance

17.1. Internal Auditors report for the year ended 31st March and consider his recommendations.

The report was noted. Mr Goreham had made no formal recommendations as he reported that he believes the governance procedures and accountancy records are of a good standard.

17.2. Accounts for year ending 31st March 2024

These had been circulated prior to the meeting and were unanimously **approved**. Proposed by PB and seconded by CC.

17.3. 2023/24 Annual Governance Statement

The Annual Governance Statement was completed. Proposed by BC, seconded by PB and unanimously **approved**.

17.4. 2023/24 Statement of Accounts

The Statement of Accounts was unanimously **approved**. Proposed by GD and seconded by GH.

17.5. Bank signatories

The Council unanimously **agreed** to continue with the current signatories.

17.6. The following payments were unanimously approved for payment.

To Pay	Detail Invoices available for viewing	£ Total	VAT	Ex VAT
FT Grounds Maintenance	Grounds Maintenance	246.54	-	246.54
R Goreham	Internal audit	70.00	-	70.00
R Wade	Yaxham Parish Charity	168.00	-	168.00
R Wade	Norton	37.49	6.25	31.24
R Wade	Clerk expenses for May	32.48	2.16	30.32
R Wade	Clerk wages for May	602.00	-	602.00
N Couse	Playground Ground Maintenance	155.00	-	155.00

17.7. The following receipts since the last meeting were noted.

Detail	£ Total
HMRC VAT refund	2,512.57

17.8 The following Neighbourhood plan payments were unanimously approved for payment.

To Pay	Detail Invoices available for viewing	£ Total	VAT	Ex VAT
Creative Penguin	Feather Flag and PVC Banner	564.00	94.00	470.00

17.9 The following Neighbourhood plan receipts since the last meeting were noted

Detail	£ Total
HMRC VAT refund	200.00

17.10 Bank Position and budget

This was circulated prior to the meeting and was noted.

17.11 Insurance renewal with Clear Councils (BHIB)

The Parish Council is in a three-year long term agreement with Clear Councils. Due to the recent review of the fixed asset register the premium had increased by £6.71 to £623.11. All **agreed** this was a reasonable increase.

18. Financial Risk Assessment

The policy was reviewed, and it was noted no changes had been made. All **agreed** to adopt the policy.

19. Correspondence received since last meeting.

Robin Goreham – Internal Auditor, Community Action Norfolk, emails from residents, Breckland community network, The Local Government Boundary Commission for England – Initial Consultation, Healthwatch Norfolk, Project update on the Norfolk Offshore Wind projects, Idverde, Breckland Environmental Services, Filigree Communications.

20. Urgent Business

BC informed the Parish Council that the Steam Railway would be going through the Village the coming weekend as the bridge is now open again.

A resident had contacted the Chair to inform her that MNR hadn't followed up the ditch now that the flooding had reduced, and she had suggested he email MNR to receive an update.

The Chair reported that on 6th June it was the 80th anniversary of D-Day. The Community Café had received a grant and would be offering free Coffee and cakes. PB to advertise this on the Village website.

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

26th June 2024 and 24th July 2024.

The Chair closed the meeting at 21.01pm