



# YAXHAM PARISH COUNCIL

## MINUTES OF THE FULL MEETING HELD ON 13<sup>th</sup> JANUARY 2011 at 7.30pm in the Meeting Room, Jubilee Hall, Yaxham

**Present:** Councillors Bennett, Cheeseman, Crummett, Hull, Lowings, Myhill and Oechsle.

**In Attendance:** Mrs E Stallion – Clerk and 7 members of the public.

1. **To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.**

- a. Councillor Crummett declared a prejudicial interest in Item 8.a.i. – Chairman's Expenses.
- b. Councillor Hull declared a personal interest in Item 6c as he is a Director of the company owning land next to Yaxham Waters.

2. **To hold a Public Session.**

- a. To receive a report from the County/District Councillor.  
Councillor Jordan was unable to attend and sent his apologies.
- b. Matters raised by the public covered:
  - i. Disappointment with the response from Breckland Council to the enforcement of conditions at Yaxham Waters.
  - ii. Reference to a letter from the Headmistress of Yaxham Primary School regarding their use of the Council owned grit bin. This subject is on the Agenda at Item 7.b. below.
  - iii. Concern about the involvement of 2<sup>1</sup> Parish Councillors when Mr George Freeman MP visited Yaxham Waters. It was ACCEPTED that it was the responsibility of the Parish Council to clear this up with Mr Freeman.
  - iv. The reason why the practice of not putting draft minutes on the web site had ceased. It was CONFIRMED that this was agreed at the Meeting on 11<sup>th</sup> November 2010.
  - v. The proposed new grit bin at Prior's Grove and whether there was any cost to the community. It was CONFIRMED that this was being paid for by the residents of Prior's Grove.
  - vi. Problems with the renaming of the rebuilt barn at Willow Farm.
  - vii. The suggestion that perhaps the Council should consider the recording of its Meetings. It was pointed out that this was not permitted by the Council's Standing Orders except with the express approval of Council. (*Standing Orders 2009 Section A28.5 refers.*)

3. **To receive Apologies for Absence.**

None

4. **To note any matters from Item 2 that should be raised at a future Meeting.**

None.

5. **To approve and sign the Minutes of the Full Meeting held on 9<sup>th</sup> December 2010.**

An objection was raised as to the accuracy of Item 2.b.ii. of these Minutes. It was AGREED that the last sentence of this Item be amended to read: "The Chairman stated that he had never spoken to or met Mr Freeman and one Councillor said that he had spoken to Mr Freeman." The Minutes were amended and signed by the Chairman as a true record.

Concern was expressed over the events that took place at Yaxham Waters during the visit by George Freeman MP. It was AGREED that this matter must be resolved and that George Freeman should be requested to visit the Parish Council so a proper account of the events may be ascertained. The main reason that the Council wrote to our MP after the last Parish Council Meeting was as a result of comments that he made in letters to two parishioners stating that he had been introduced to two councillors from Yaxham Parish Council, one of whom was the Chairman. Copies of these letters have been given to the Council.

6. **To discuss planning matters.**

a. **To receive the following Planning Decisions:**

- i. 3PL/2010/0957/F – Manhattan Paper Street – Mr A Lynn. Retention of temporary mobile home.

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<sup>1</sup> The number "2" inserted at Meeting on 10<sup>th</sup> Feb 2010 and amendment initialled by the Chairman.

It was NOTED that permission has been granted and that the development shall be carried on only by Mr A. W. Lynn and shall be for a limited period of 5 years, expiring on 30th November 2015.

- ii. 3PL/2010/0971/D – Twin Oaks Stone Road – RJ Bray Ltd. Erection of two dwellings.  
It was NOTED that permission has been granted.
- iii. 3PL/2010/1247/F – Plot A, land North West side of Station Road – Mr & Mrs I Totterdale.  
Erection of two storey dwelling and garage.  
It was NOTED that permission has been granted.
- b. **To consider the following Planning Application:**  
3PL/2010/1299/F – The Gables Church Lane – Nr & Mrs M Gandy. Two dormers to rear and garage rear.  
It was AGREED that no objection would be raised to this application.
- c. **To consider and agree a response to the following Planning Appeal:**  
Appeal Reference No: APP/F2605/A/2140705/NWF; Planning Application 3PL/2010/0688/F – Yaxham Waters Holiday Park – Erection of fence to form secure compound.  
It was AGREED that the following response should be submitted:  
“The Design and Access Statement for this Planning Application quotes the overall vision for the site that was included in the original application for it to become a high quality and tranquil holiday park that is of an award winning standard in relation to its design, layout, landscaping and environmental factors. The site had been used for caravan sales without planning permission and retrospective permission was given for a limited number of caravan sales in an area located behind the shop. A condition was placed on this Permission stating that all caravans and mobile homes that were stored elsewhere on the site were to be moved to the new designated area, with those that could not be stored in the designated area being removed from the site.  
The application for a secure maintenance compound had the condition applied to it in order to avoid the caravan sales permission being abused, which fulfilled a concern expressed by the Parish Council. Prior to a decision being reached on the Application a fence had been erected and caravans were clearly visible in the compound, proving the Parish Council’s concerns to be correct. It should be noted that there are still many other unresolved planning infringements on this site.  
This development goes against the original vision and planning permission and Yaxham Parish Council requests that the Appeal be refused.”
- d. **To receive the following Planning correspondence:**
  - i. Yaxham Waters – non-enforcement of conditions.  
It was NOTED that an email dated 20<sup>th</sup> Dec 10 had been received from the Breckland Enforcement Officer. It was AGREED that a letter should be sent to the Standards Officer asking why the enforcement of these conditions is not deemed to be in the public interest, what specifically is against the public interest and why, after several requests for clarification, is Breckland Council apparently unable to explain why it is not in the public interest to pursue their own enforcement policy. The letter should be copied to Michael Horn, Head of Legal Services, Graham Worsfold, Highways Development Management Officer, Elizabeth Gould, Chairman Development Control Committee and Cliff Jordan, Ward representative.
  - ii. Yaxham Mill – Illuminated sign.  
It was NOTED that the Breckland Enforcement Officer has stated that the sign will be removed pending the submission of a planning application in the New Year.
  - iii. Section 106 Contributions to Outdoor Sports and Children’s Play.  
It was NOTED that Breckland Council has confirmed that there are no age restrictions as to age but “outdoor sport” is considered to be for slightly older people and funds can be used towards the cost of new equipment or maintenance/improvement of existing facilities.

7. **Grit Bins:**

- a. **To agree the procedure for obtaining a grit bin for the residents of Prior’s Grove.**  
It was NOTED that NCC Highways has agreed that this will be a Community Owned Grit Bin (belonging to the residents of Prior’s Grove who have all contributed to the full cost) and they will fill it as they do with Parish Council owned grit bins. It was AGREED that there should be a written agreement between the residents and the Parish Council to protect the resident’s ownership of the bin for the future. As the bin will not be owned by the Council, it cannot be covered by its insurance. It was AGREED that the Clerk should purchase the bin from Council funds and that the full cost (exc. VAT) will be refunded to the Council by a cheque from the

residents. Highways have suggested 2 possible locations for the bin.

- b. **To receive a letter from the Headmistress of Yaxham C.E. V.A. Primary School regarding the use of the grit bin at Well Hill.**

The receipt of this letter was NOTED and the explanation on the one-off use of the Well Hill grit bin was accepted.

- c. **Vandalism of Well Hill Grit Bin.**

It was NOTED that the Well Hill grit bin was found to be missing on 18<sup>th</sup> Dec 10. On 20<sup>th</sup> Dec it was found across the road next to the telephone box, still half-full of grit. Highways did not move it but they have stated that they will move it back to its original, approved location prior to its next fill.

8. **To discuss financial matters.**

- a. **The following payments were APPROVED:**

- i. Chairman's Expenses £20.00<sup>2</sup> (Note: Cllr Crummett, who had declared a prejudicial interest, left the room and Cllr Lowings took the Chair for this Item.)
- ii. Grit bin – Prior's Grove (£149.31 Exc VAT) £179.17<sup>3</sup>

- b. **To receive and accept the Bank Reconciliation**

The Bank Reconciliation was APPROVED and signed by the Chairman and Clerk.

- c. **To receive and accept the Budget Comparison.**

The Budget Comparison was NOTED and signed by the Chairman and Clerk. It was AGREED that, as there are sufficient funds left in the Training Line of the Budget, the Clerk should attend the "Understanding Audit – The Audit Responsibilities of a Local Council" course on 22<sup>nd</sup> Feb 11 at a cost of £40.

- d. **To discuss the procurement of a dog bin for Pinns Corner.**

It was AGREED to purchase a dog bin at a cost of approximately £84.24 exc VAT, complete with post mounting brackets. The funding will be vired from the Contingency line of the Budget.

- e. **The following receipt was NOTED:**

YVAA (Printing of January Newsletter) £52.00

9. **To discuss Highway matters and agree actions to be taken.**

- a. **To receive a progress report on the proposed "Slow Down in our Village" sticker campaign.**

It was NOTED that details of the scheme had been sent to local councils to see if they would like to participate in running a project in early Spring/Summer this year. Two quotations have been received:

- i. 500 posters costing £745 - £1.49 each
- ii. 500 posters costing £464 – £0.93 each

- b. It was NOTED that there were flooding problems again in Station road. It was AGREED to request that a representative from NCC Highways attend a meeting with Councillors Crummett and Hull to discuss drainage in Station Road, Dereham Road and in the vicinity of Blackberry Farm Spring Lane.

- c. **Watering Farm Bend**

It was NOTED that advice has been received from NCC Highways that work should commence mid-February on safety improvements to this corner.

10. **To receive an update on transfer of the Allotment land.**

It was NOTED that the Land Management Officer at Breckland Council has now submitted a request for all the legal documents relating to this land and expects to be able to detail the process, time-frame, etc prior to the February Parish Council Meeting.

11. **To receive an update on government funding for Parish Plans.**

It was NOTED that it is expected that funds for this will be available from April. Mr Peter Smith of the Rural Community Council addressed Council and kindly offered his assistance, explaining that this should be a Community Led Plan that was supported by the Parish Council and must be totally democratic. It was AGREED that Mr Peter Smith should be requested to initiate a Community Led Plan for Yaxham.

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<sup>2</sup> LGA 1972 s15(5)

<sup>3</sup> Highways Act 1980 s185; LGA 1972 S101

12. **To consider and agree the customisation of the Model Standing Orders.**  
As this Meeting was over-running its scheduled time, it was AGREED to defer this Item until the February 2011 Meeting.
13. **To receive matters of interest from Breckland Minutes.**  
It was reported that with the standards regime coming to an end, the definition of Councillor's Interests will be defined very clearly.
14. **To receive correspondence.**
  - a. Yaxham Crime Statistics – November 2010.  
It was NOTED that there had been 6 crimes committed in Yaxham since 1<sup>st</sup> October 2010 to date. Some young adults had been identified as being responsible for the damage to the bus shelter and had agreed to undergo Restorative Justice.
  - b. Norfolk Link.
  - c. Norfolk RCC – Signpost.
  - d. The Royal British Legion – The Great Poppy Party Weekend.
  - e. Clerks and Councils Direct.
  - f. Broadband Availability Map for Norfolk
15. **To receive announcements and items for the next Agenda.**  
None.
16. **To confirm the date of the next meeting:**  
**Full Meeting 10<sup>th</sup> February 2011**

The Chairman closed the Meeting at 10pm