



**MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD IN THE JUBILEE PARK MEETING ROOM
At 7.30pm on Thursday 20th July 2017 in the Meeting Room**

Present: Cllrs Lowings, (Chairman), Crummett (Vice-Chairman), Harvey, Bennett & Goldsmith

In Attendance. Mrs P Baldwin (Locum Clerk) and 27 members of the public

- 1) **Chairman's Opening Remarks:** Cllr Lowings welcomed those present, including the locum clerk. He announced the resignation of the clerk, Mrs Wilson, who has kindly agreed to continue to deal with administrative matters pending the appointment of a new clerk. Mrs Hubbard the Responsible Financial Officer will complete outstanding matters & she will then be moving on. Ten electors have requested a by-election therefore there will be no co-optation of a Parish Councillor at this meeting. The notice of election will be published on 2nd August and the election will take place on 7th September 2017. It was suggested that if anybody else wished to resign then this was the time to do it so as to save any further expenditure.
- 2) **To receive apologies** Cllr Dimoglou (delayed in Spain)
- 3) **To receive disclosures of personal and prejudicial interests.** There were no declarations of interest.
- 4) **To hold a public session**
 - a. A parishioner asked if Cllr Dimoglou would be standing down as he no longer has any connection with the village.
 - b. A parishioner asked the extent of the cover offered by the Council's legal insurance policy in the event of a claim against the Parish Council for Constructive Dismissal. The Chairman indicated that legal insurance cover was in place and would check the extent of the cover as regards Constructive Dismissal.
 - c. A Parishioner raised the matter of the Governance & Audit statement as at a previous Parish Council meeting the Governance & Audit statement was agreed and signed off. A box has been it appeared been subsequently altered, possibly by the RFO. The internal audit has been signed by a person who has not been appointed by the Parish Council. It appears that Douglas Harrow, the internal auditor was dismissed by the RFO who has no legal authority to take this action and appoint a person of her choosing, without instruction from the Parish Council. This matter warrants further investigation by the Parish Council.
- 5) **To note any matters from item 4 that should be raised at a future meeting.** The following matters should be noted: the appointment of the Internal Auditor; the Alteration to the Governance & Audit Statement, and the extent of the Legal insurance cover.

- 6) **To receive matters of interest from the District/County Councillor.** There was neither a District nor County Councillor in attendance
- 7) **To agree and sign the Minutes of the Parish Council Meeting 15th June 2017.** Item 11 was queried. After some discussion it was agreed that the minutes should be amended to read: "It was agreed **in principle** to support and assist the YVAA with the purchase of the new changing rooms on behalf of the YVAA..." All voted in favour of agreeing the minutes as amended and these were duly signed by the Chairman.
- 8) **Neighbourhood Plan.**
 - a) Mrs Oechsle, Chairman of the Neighbourhood Plan Working Group, reported that the Plan is now in place and all policies therein are now part of the planning process. The Neighbourhood plan officer at Breckland Council has offered to attend a Parish Council meeting if invited to do so to brief the Council on the monitoring and implementation phase.
 - b) Amended Terms of Reference, Mrs Oechsle proposed that these be agreed. There were no Questions. All voted in favour of acceptance of the amended terms of reference. The chairman thanked the Neighbourhood Plan Working Group for the work that they had put into producing the Neighbourhood plan and congratulated them on their achievement.
- 9) **To Discuss Planning Matters.**
 - a. **To consider the following Planning Applications**
 - i) **Yaxham Waters 3PL/2017/0812/VAR** All voted in favour subject to compliance re Breaches of Conditions including Sewage.
 - b. **To receive the following Planning Decisions since the previous meeting.**
 - i) 3PL/2017/069/LU Refusal.
 - ii) 3PL/2017/0447/VAR Permission
 - iii) 3PL/2017/0453/F Permission
- 10) **Yaxham Waters Update** – there was none.
- 11) **To Discuss an update from Standards re complaint against Cllr Dimologu.**

As yet, nothing has been received from Standards.
- 12) **To Discuss the purchase of a Portacabin & Transfer to YVAA.** Grant monies are set aside and are in the Parish Council bank account for the purchase of a Portacabin & associate costs. The cost of the Portacabin and associated works will be covered by the grant. It was agreed to proceed with the purchase and then gift the Portacabin to the YVAA. The initial invoice for £6,800+VAT had been received and it was agreed that this should be paid. As further invoices are expected to be received before the next meeting it was agreed unanimously to give delegated authority to the chairman and vice chairman to sign cheques totalling £4,805 (ex VAT), being the balance of the grant of £11,605 (ex VAT) after the payment of the initial invoice. All voted in favour.
- 13) **To discuss correspondence.**
 - a. A complaint re the overhanging hedge in Cut Throat lane. The owner to be contacted & asked to cut back the hedge. Agreed unanimously.
 - b. A request for safety measures i.e. Hi Vis Bibs for children walking home from school on dark evenings. Following discussion it was believed that the school already had hi-vis-bibs and therefore it was decided not to move forward with this request.

- c. A request from Garvestone, Whinburgh & Thuxton Parish Council requesting a contribution of 50% towards the cost of a replacement battery for SAM2. Agreed unanimously.
- d. Notification from electoral services of a by-election

14) To Discuss Making Contact with the s106 Officer re possible 106 monies for Yaxham.

It was agreed that the chairman would contact the s106 officer, as it is believed that there may be monies available for Yaxham from previous and future developments. All agreed unanimously.

15) To discuss financial matters and to approve payments

The following payments were approved:

- Mrs Wilson, the Clerk (hours and expenses)
- Mrs Hubbard (RFO) (hours and expenses)
- Came & Co. – Council Insurance
- Gary Lake- Grass cutting
- Portacabin.

16) To discuss the updating of the Standing Orders.

In the light of apparent confusion on this matter it was deferred to the next meeting.

17) To note any items for inclusion on the next Agenda. The following issues to be included: the resignation of the clerk and RFO, appointment of a clerk, RFO and internal auditor. The Governance & Audit statement, the by-election and filling the vacancy on the Parish Council.

18) To Judge the competition to redesign the village logo. The chairman was disappointed to have received only one entry for the competition. After discussion it was agreed that this may be due to the fact that it is a very busy time of the year at the school and the competition should be revisited in the Autumn, at which time children need fully briefing to make them aware of requirements and prizes.

19) The next meeting will be held on 21st September, commencing at 7.30pm. The date was confirmed.

20) To Consider passing a resolution to exclude members of the public.

The resolution was passed unanimously and the public left the meeting at 9am

21) Personnel Matters

It was agreed that

- a. Mrs Wilson should continue to cover the administrative work between this meeting and the 21st September 2017 meeting at her current rate of pay per hour.
- b. Mrs Baldwin will be the locum Clerk at the 21st September 2017 meeting at the agreed rate of pay per hour.
- c. Mrs Hubbard's contract will be ended.
- d. Both the role and Clerk should be combined in one person,
- e. Nationally recommended pay-scales would be used, subject to experience and relevant qualifications,
- f. Advertised widely, including NALC and Norfolk Association of Local Councils' websites. It was noted locally there are 9-15 similar positions being advertised, and
- g. The Council would undertake the interviews.

The meeting then closed at 9.45pm

Mrs P Baldwin (Locum Clerk)